

# South Jordan City

## Job Description

<b>Title:</b>	<b>Project Accountant</b>	<b>Effective Date:</b>	<b>3/22/18</b>
<b>Org:</b>	<b>100120</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Pay Grade:</b>	<b>17</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform a variety of technical financial accounting and reporting duties. Under general supervision, produce and provide the necessary information to departments in the budget report process, performs miscellaneous reconciliations, maintain the city's long-term financial plan, as well as other general accounting duties

### SUPERVISOR

Associate Director of Finance

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meets performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist with preparation of various reports, including the yearly budget, CAFR, *etc.*

Enter and ensure transactions are coded correctly in the Munis ERP system.

Assist other departments with issues relating to general ledger accounts. Perform reconciliation of assigned general ledger accounts. May be required to enter in journal entries into the general ledger.

Assist other departments with issues relating to fringe benefits. Track and maintain records related to fringe benefits. Assist departments with proper adherence to city, state, and federal rules regarding fringe benefits.

As assigned, assist and/or conduct internal audits using generally accepted auditing guidelines. Prepare and present audit findings and recommendations to the CFO.

Prepare and remit state mandated reports as assigned.

Prepare payments for debt service obligations, ensure tracking of the City's outstanding debt is up-to-date, and perform any necessary bond draw downs.

Prepare and maintain the city's long-term financial plan.

Prepare specific project accounting as needed. Assist department employees with the Munis ERP project accounting module. Maintain projects in the Munis ERP project accounting module as needed. Perform reconciliation of assigned project ledger accounts.

Enter contracts into the Munis ERP system as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor’s Degree from a regionally accredited college or university with major course work in accounting, finance, municipal government or related field;

AND

B. Three (3) year’ experience in field related to above duties;

2. Knowledge, Skills and Abilities:

Knowledge of general and governmental accounting principles and practices .

Ability to operate a personal computer with Microsoft products.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. Develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees.

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Find, organize, and analyze information or data. Weigh the relative costs and benefits of a potential action.

Communicate information and ideas clearly, and concisely, in writing and/or verbally; read and understand information presented in writing and/or verbally.

Ability to follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

3. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Finance</b>	<b>EEOP Class:</b>	<b>Prof</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>715</b>