

South Jordan City

Job Description

Title: Accountant II
Org: 100120
Pay Grade: 15

Effective Date: 6/26/2017
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform working level to highly complex professional accounting duties, including specialized or general analysis. Under general supervision, performs miscellaneous reconciliations, bank reconciliations, and assist with both monthly and fiscal year-end reporting. Assist supervisor with development and implementation of policies regarding internal audit, internal controls, and accounting procedures. Perform a combination of duties necessary to process and maintain payroll as assigned.

SUPERVISOR

Associate Director of Finance

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Accomplish performance goals established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform general to highly complex professional work assignments, including specialized or general analysis.

Prepare, review, and post journal entries.

Prepare and post year-end journal entries. Create lead sheets for annual audit.

Assist in the preparation of all financial documents, including the CAFR (Comprehensive Annual Financial Report), PAFR (Popular Annual Financial Report), bond continuing disclosures, monthly financial reports, and budget.

Prepare bank and investment account reconciliations.

Research laws, regulations, City policy, and standards issued by accounting boards and professional organizations including FASB, GASB, GFOA, and AICPA. Assist Finance staff with implementation of new laws and regulations. Determine if the City is in compliance and suggest policy changes where required.

Perform all duties related to processing payroll including filing Federal and State taxes and issuing W-2's as assigned.

Perform salary analysis and projections for budgetary purposes as assigned.

Reconcile all general ledger accounts related to employee wages and benefits as assigned.

Perform and/or train the Accountant I in other essential duties.

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, or other closely related field

AND

B. Three (3) years relevant experience.

2. Special Requirements

Must be bondable

Governmental accounting experience preferred

Fundamental Payroll Certification (FPC) preferred.

Advanced experience in computer information systems preferred.

3. Knowledge, Skills and Abilities:

Ability to operate a personal computer with Microsoft products. Ability to operate central financial computer system and generate financial reports.

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.

Ability to coordinate the work of others; 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.

Some knowledge of human resources procedures and regulations.

4. 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

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|-------------------|----------------------------|------------------------|-------------|
| Job Class: | Clerical Non-Exempt | EEO-4 Class: | Prof |
| Location: | Finance | EEOP Class: | Prof |
| Group/BU: | General Pay Plan | Tech-Net Match: | 705 |