

# South Jordan City

## Job Description

<b>Title:</b>	<b>Accountant I</b>	<b>Effective Date:</b>	<b>10.20.2020</b>
<b>Org:</b>	<b>100120</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>13</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform a variety of entry level 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, maintains the City's fixed asset accounting system, as well as other general accounting duties

### SUPERVISOR

Assistant Controller

### 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 and distribution of month end reports to the City Council, Department Directors, and City employees as assigned.

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

Ensure transactions are coded correctly in the Munis ERP system.

Prepare miscellaneous billings and monitor timeliness of receivables.

Assist other departments with issues relating to general ledger accounts. Perform reconciliation of assigned general ledger accounts.

Prepare grant billings, drawdowns, and reconcile grants as assigned

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.

Track and maintain records regarding the City's fixed assets.

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.

Enter contracts into the Munis ERP system as needed.

All or a majority of the essential job duties may be performed from a remote location.

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. One (1) 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.

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>700</b>