



Accountant I or II

Salary:	DOQ-See Special Notes	Opening Date:	1/13/2022
Status:	Full-time, Non Exempt	Closing Date:	Open until filled. Department will begin reviewing applications as they come in. Position may be closed at any time after this position has been filled.
Work Hours:	M-TH 8AM to 6PM: F 8AM - noon	Department:	Finance
Work Location:	South Jordan City Hall	Supervisor:	Associate Director of Finance

Special Notes:

The salary range for this non-exempt position, Accountant I begins at \$45,995.56 up to \$65,313.56 max annually. The Accountant II begins at \$50,709.88 up to \$72,008.04 max annually. The starting salary will be commensurate with qualifications of the relevant knowledge and experience of the candidate selected. Please review Accountant I & II Job Descriptions for a complete list of essential job functions.

APPLY NOW

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 the general ledger as assigned.

MINIMUM QUALIFICATIONS

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. One (1) years’ relevant experience (Accountant I), OR Three (3) years’ relevant experience (Accountant II).**

Special Qualifications:

- Must be bondable
- Governmental accounting experience preferred
- Experience with Payroll preferred
- Advanced experience in computer information systems preferred

KNOWLEDGE, SKILLS AND ABILITIES

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.


BENEFITS

- Health benefits including medical, dental, vision, and term life insurance
- Accrued vacation and sick leave
- 401(k) or 457 retirement match
- Pension through Utah Retirement Systems
- Twelve paid Holidays

- Tuition Reimbursement

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at <https://selfservice.southjordanutah.gov/ess/employmentopportunities/default.aspx> A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability



South Jordan City

Job Description

Title:	Accountant I	Effective Date:	12/16/2021
Org:	100120	FLSA:	Non-Exempt
Pay Grade:	13	Workers Comp:	Clerical

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, 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 supervisor.

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, Monthly Financial Reporting, ACFR, etc.as assigned.

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.

Assist in tracking and maintaining records regarding the City's fixed assets as assigned.

Assist department employees with the Munis ERP project accounting module as needed.

Preparing daily cash deposits, including researching and correcting any bank returns items.

Provide customer service to residents, business, and other departments pertaining to billing and collections, as well as help with other accounting questions.

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

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Prof
Location:	Finance	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	700

South Jordan City

Job Description

Title: Accountant II
Org: 100120
Pay Grade: 15

Effective Date: 12/16/2021
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 all aspects of the accounting general ledger system 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 as assigned.

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

Prepare bank and investment account reconciliations, as assigned.

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.

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, or other closely related field
- AND
- B. Three (3) years relevant experience.

2. Special Requirements

Must be bondable
Governmental accounting experience preferred
Munis ERP system 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.

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Human Resources Use Only

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