

Uintah County

Job Description



Title:	Audit Department Accountant I	Code:	227.1
Division:	Administration	Effective Date:	08/14
Department:	Clerk/Auditor	Last Revised:	09/20
FLSA Cat:	Exempt	Pay Grade:	26

GENERAL PURPOSE

Performs working level professional accounting duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor.

SUPERVISION EXERCISED

Provides close to general supervision to Deputy Clerk/Auditor(s) I, and II. Provides immediate supervision to part-time, temporary, and seasonal employees as needed or assigned.

ESSENTIAL FUNCTIONS

Develops and implements new accounting techniques and systems or modifies and modernizes existing methods and procedures.

Assists to monitor department day-to-day operations and ensure compliance with established practices, policies and procedures.

Maintains and balances accounts against other accounting records.

Makes final accounting of cash funds, vouchers, and encumbrances. Perform bank reconciliations for several bank accounts.

May perform fixed asset accounting or help in conducting physical inventory of County assets, or auditing inventory and inventory lists.

Prepares financial work papers required to conduct annual audits; prepares balancing reports and documents as needed to complete annual audits; coordinates and cooperates with independent auditors to verify accuracy of the same. Assists with Balance Sheet account reconciliations, account analysis, accrual calculations, and the preparation of related accounting documents and schedules. Record journal entries related to assigned functions. Assist with the preparation of the periodic reporting of financial results for assigned departments and functional areas. Research and prepare variance analysis and explanations. Assists with 1099's for tax purposes.

Conducts internal audits of county departmental budgets and cash collection points and maintain an accurate accounting of the audit book; collects and regularly analyzes departmental financial status; analyzes departmental budgets, recognizes discrepancies and recommends corrective actions. Performs and compiles reports related to internal audits. Audits financial records of all other elected officials, funds, and departments of Uintah County.

Performance Audits: Performs audits that evaluate the efficiency of operations and the effectiveness of programs, ranging from audits related to specific cases or individuals to an audit of an entire agency.

Performance audits can also measure operational compliance to given criteria such as state or federal law, administrative rule, or policy and the adequacy of such standards. Creates an audit schedule, and conducts internal audits according to schedule, need, or if referred to by citizen or other complaints. Conducts performance audits of internal procedures, activities, policies to determine best levels, of economy, efficiency, effectiveness, compliance, financial honesty and integrity, financial adequacy and accuracy, and so forth.

Compares expenditures with budget appropriations. Analyzes and reconciles a variety of general ledger accounts, including; prepares/posts appropriate journal entries, researching and resolving problems/questions; occasionally prepares periodic reports of account status; assists in performing year-end closing procedures, including calculating/recording accruals for various accounts payable/ receivable; helps prepare schedules and gather documents for the annual audit process. Prepare a variety of financial schedules, cost analysis, and statistical reports. Assist with the month-end, quarter-end, and year-end close for assigned departments and functional areas.

Board Of Equalization: Acts as the clerk for the Board of Equalization, handles the administrative aspects of property valuation appeals.

Accounts Receivable: Prepares and mails invoices; receives and receipts various deposits from revenue accounts, i.e., justice court, Telecom, airport, city joint ventures, E-911, fire suppressions, tourism and room taxes internet, cemetery fees, landfill prepaid gate fees, and commercial haulers; weed control operations; prepare and compile monthly reports. Performs various billing notices; monitors payment status and generates aging reports; initiates collection actions as needed and consistent with established county policies; receives and posts payments to proper accounts; prepares timely deposits and balances daily receipts.

Assists with Clerk and Elections duties as needed and assigned. Cross trains in functional areas outside of regular duties to cover other staff in case of emergencies.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from college with a bachelor's degree in Accounting, Finance, or related field;

AND

B. Two (2) years of responsible experience performing above and related duties; specific experience with governmental accounting is preferred;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Desire a working knowledge of the operations and responsibilities of the County Clerk/ Auditor's office.

Considerable knowledge of county fiscal practices and procedures; professional accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; laws and regulations pertaining to tax reporting, office machines and filing systems; budgetary principles; complex bookkeeping and accounting techniques most appropriate to county government; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping.

Considerable knowledge of laws and regulations governing county accounting responsibilities; interpersonal communication.

Considerable skill in the operation of various computer applications, such as Microsoft Office, which contain word processing and electronic spreadsheet applications.

Ability to analyze a variety of financial problems and make recommendations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform advanced mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

Ability to speak clearly, concisely, and effectively; listen to, and understand, information and ideas as presented verbally; use email the telephone and other forms of communication in a professional and courteous manner; deal with people in a manner which shows sensitivity, tact, and professionalism. Must be a problem solver and take initiative in addressing problems in day to day operations.

3. Special Qualifications:
Strong computer skills with Excel, Word, database software, and like programs, and ability to operate 10-key by touch.
4. Work Environment:
Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)