

Uintah County

Job Description



Title:	Accountant	Code:	227
Division:	Administration	Effective Date:	08/14
Department:	Clerk/Auditor	Last Revised:	08/14
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

None.

ESSENTIAL FUNCTIONS

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

Maintains and balances accounts against other accounting records.

Makes final accounting of cash funds, vouchers, and encumbrances.

Prepares balance sheets.

Conducts internal audits.

Compares expenditures with budget appropriations.

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:

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.

3. Special Qualifications:
None.

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)