



THE CITY OF BLUFFDALE
JOB OPENING

Position Title: Accounting Technician
Department: Administration / Finance
Status: Full-time; benefits eligible
Hourly Wage: \$13.18 - \$22.30; based on experience
Closing Date: Monday, September 10, 2018

Job Summary: Under general supervision of the Accountant, this position performs a variety of working level, complex and technical clerical duties as needed to expedite various accounts payable, payroll, accounting, and analysis functions; acts as a backup for all accounting functions and some human resources functions as well.

MINIMUM QUALIFICATIONS

1. Education and Experience: Associate's degree in accounting and two (2) years of responsible experience related to duties below; OR an equivalent combination of education or experience.
2. Special Requirements: Must be able to demonstrate keyboard skills with accuracy. Preference given for experience working with Caselle accounting software.
3. Knowledge, Skills and Abilities: *Working knowledge of* bookkeeping and general accounting techniques; general office maintenance and practices; collection procedures and processes; operation of computer in utilizing various software programs related to word and word processing, spreadsheet and database management; operation of standard office equipment; basic mathematics, accounting, general ledger; interpersonal communication skills and telephone etiquette; public relations. Preference given for knowledge and experience in project job costing.

How to Apply: If interested, please submit a Bluffdale City Employment Application, cover letter and resume to Bluffdale City Corporation, 2222 West 14400 South, Bluffdale, Utah 84065 or email to sthayer@bluffdale.com. An employment application and more detailed job description may be downloaded online at www.bluffdale.com.

The City of Bluffdale is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, religion, age, or disability. The City of Bluffdale is a drug-free workplace; successful candidates must pass a pre-employment drug test before hire.

BLUFFDALE CITY

Job Description

POSITION: Accounting Technician
DEPARTMENT: Administration

CODE: 121 or 122
EFFECTIVE DATE: 08.20.18

GENERAL PURPOSE

Performs a variety of working level, complex and technical clerical duties as needed to expedite various accounts payable, payroll, accounting, and analysis functions; acts as a backup for all accounting functions.

SUPERVISION RECEIVED

Works under the general supervision of the Accountant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Process city accounts payable invoices and requisitions; matches invoice and purchase orders to verify authorization for payment; assures proper receipt of discounts and price breaks; contacts vendors as needed to resolve discrepancies and make corrections; pre-audits all claims and demands against the city; updates vendor lists; data enters invoice amounts.

Acts as a backup and and/or assists with preparing checks for payment of invoices; generates checks, secures proper signatures, prepares checks for mailing and mails the same; assures proper filing of duplicate records as needed to monitor status of checks issued; generates journals and registers associated with accounts payable processing; may prepare correcting journal entries related to disbursements; generates and maintains cash disbursements journal.

Performs a variety of miscellaneous accounts payable functions and maintains related information including debt services, vendor tax exemption information, issuing travel requests, balancing petty cash accounts, preparing hand checks, issuing of annual 1099 tax forms.

General office tasks including scanning, filing, and related tasks as assigned; types letters, memos and other correspondence; writes and delivers messages to personnel; assists with the tracking and maintenance of building keys and related key logs.

Signs for incoming mail for the administration department; further sorts and distributes daily mail accordingly. Maintains calendar; schedules and coordinates meetings and appointments; apprises managers of activity schedule showing events, activities, committee meetings, public hearing, staff meetings etc.; follows up on appointment schedules as needed to verify appointment and meeting commitments.

Acts as a backup for job postings, payroll processing, new hire paperwork and orientation; collects time sheets bi-weekly and checks for completeness and accuracy; assists with scanning, filing, organizing to properly maintain employee file folders and employment records; operates computer to maintain various personnel records.

Files sales and use tax return annually and special event sales tax returns as required; assists with payroll year-end and the timely delivery of annual W-2's and 1099's for tax purposes.

Reconciles court payments on a daily basis; researches and recommends reclassification of any miscoded entries discovered in the general ledger; ad hoc financial and budgetary analysis.

Oversees records retention and makes recommendations related to archiving.

Tracks and maintains proper records and required paperwork related to vehicles in the city's fleet and its authorized list of drivers; license and registration renewals; insurance; claim filing; fuel cards and employee codes.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Associate's degree in accounting.
 - AND
 - b. Two (2) years of responsible experience related to above duties;
 - OR
 - c. An equivalent combination of education or experience.

2. Knowledge, Skills and Abilities:

Working knowledge of bookkeeping and general accounting techniques; general office maintenance and practices; collection procedures and processes; operation of computer in utilizing various software programs related to word and word processing, spreadsheet and database management; operation of standard office equipment; basic mathematics, accounting, general ledger; interpersonal communication skills and telephone etiquette; public relations. Preference given for knowledge and experience in project job costing.

Some knowledge of laws and regulations governing accounting responsibility, accounts payable, payroll processing and HR practices; acceptable purchasing procedures, bidding requirements and related regulations; general office assisting; laws governing records retention, archiving, management and access (GRAMA) preferred.

Ability to effectively communicate orally and in writing; quickly and accurately work with numbers; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows environment) in utilizing various programs to produce or compose formal documents, reports and records; operate standard office equipment such as adding machine, scanner and copier; work under time pressures in meeting deadlines; multi-task; develop and maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to demonstrate keyboard skills with accuracy. Preference given for experience working with Caselle accounting software.

4. Work Environment:

The person in this position performs in a typical office setting. Tasks require variety of physical activities including walking, standing, stooping, sitting, reaching and light lifting up to 25 pounds. Talking, hearing and seeing are essential in the performance of daily tasks. Position requires common eye, hand, finger dexterity. Mental application utilizes memory for details, verbal instructions, emotional stability, and critical thinking.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.