



JOB ANNOUNCEMENT

POSITION: Accountant I

DEPARTMENT: Clerk/Auditor

OPEN DATE: May 7, 2018

CLOSING DATE: May 22, 2018

SALARY RANGE: \$20.22 - \$31.22 /Hour
(Starting salary commensurate with qualifications)

HOW TO APPLY: Interested individuals are required to complete an official Davis County application form and submit it by 5:00 p.m. on the closing date listed above. Applications are available in the Human Resources Office or at daviscountyutah.gov/oopm/. An Applicant Instruction Sheet describing important information is available. Applicants are responsible for stating their qualifications in an understandable manner. Incomplete and/or vague information may disqualify an applicant from further consideration. All statements are subject to verification. Copies of official transcripts or certificates of completion must be submitted for any post high school education you claim. Applicants requesting Veterans' preference must attach a copy of form DD-214.

Recruitment is open to all persons who meet minimum qualification requirements regardless of race, color, religion, national origin, political affiliation, sex, age, or handicap. The Davis County EEOP is available upon request in the Human Resources Office. Davis County is a drug-free workplace. All successful applicants for positions in the County must successfully pass a drug screen prior to employment. Davis County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

*No contract exists between Davis County and its employees with respect to salary ranges, movement within salary ranges, or employee benefits. These may change as a result of salary surveys, job analysis, availability of funds, job performance, or changes in County policies and procedures. All new hires in merit positions are placed on a six (6) probationary period, which may be extended up to one year for good cause.

DAVIS COUNTY AN EQUAL OPPORTUNITY EMPLOYER
See reverse side for a description of duties and minimum qualifications

Under direct supervision of an administrative superior, performs entry level professional accounting for Davis County.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Compares expenditures with budget appropriations; verifies data and corrects errors due to incorrect computer programming; assists programmers in making corrections.

Maintains immediate, accurate, and complete fiscal accountability through auditing random samples of receipts and disbursements; reconciles balance sheets.

Creates, develops, and implements, fiscal programs, systems, and procedures for accountability within the department; recommends financial policies and procedures and updates according to the needs within the county; coordinates updates with programmers in order to improve reporting and accounting procedures.

Establishes controls, inventories, appropriate records and other related programs; performs cost accounting on administrative and overhead costs.

Furnishes accounting and budgeting information to independent, federal, and state auditors performing audits in the County.

Assists in reviewing department budgets; summarizes proposed budgets and prepares mill levy alternatives; acts as a resource person when departments submit budgets to the budget committee; prepares "tentative budget" for budget hearing.

Assists with completing and submitting grant applications, maintaining, preparing, and submitting required grant records and reports; ensures compliance of grant rules and regulations.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting or a closely related field.

OR

Graduation from an accredited college or university with a Bachelor's degree in any field, plus three (3) years of full-time related experience in accounting, budgeting or a closely related field; **preference given for experience in governmental accounting.**

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Some knowledge of the principles and procedures of accounting; some knowledge of research methods and statistical analysis; some knowledge of modern office methods, procedures, and equipment.

Skill in: using a ten-key machine or calculator; using all applicable computer hardware and software including Microsoft Excel and Word.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: apply modern accounting principles and procedures in a government setting; prepare and maintain complex financial records and reports; communicate effectively (orally and in writing); follow oral and written instructions; ability to establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.