

Job title	<i>Accounting Specialist</i>	Grade Number	11
Reports to	<i>Finance Director</i>	FLSA Classification	<i>Non-Exempt</i>
Department	<i>Finance</i>	Effective Date	4/13/2022

Job purpose

Performs a variety of complex technical accounting functions pertaining to the fiscal responsibilities for the City of Price, including payroll, general ledger, accounts payable, accounts receivable, utility billing, and financial reports in accordance with generally accepted accounting practices.

Duties and responsibilities

Performs day-to-day operations related to the payroll, general ledger, accounts payable, accounts receivable, and utility billing functions. Assists in developing City internal financial management procedures and implements approved changes.

Prepares general ledger journal entries, bank reconciliations, fixed asset records, and other subsidiary ledgers. Prepares financial statements, performs general ledger adjustments related to expenditures and cash reconciliations; coordinates with the Treasurer's Department to assure proper posting of cash receipts to the general ledger.

Prepares City payroll; determines employees' gross earnings, calculates employee withholdings, prepares insurance reports, FICA, State and Federal withholding and W-2 reports. Prepares various fiscal reports required by State and Federal government agencies. Coordinates with the Human Resource Department to assure proper deductions, insurance coverage, wage adjustments and benefit amounts.

Performs monthly closing of general ledger and trail balance sheets; prepares and reviews monthly reports for Supervisors, the Mayor and City Council; balances all ledgers monthly. Reviews receipts and general revenue to assure compliance with established procedures; balances cash receipts with bank deposits; audits utility receipts.

Determines financial and accounting data processing needs; analyzes and suggests needed modifications in software programs to accomplish specific goals and objectives.

Complies and organizes a variety of financial data and statistics related to various financial reports; retrieves financial data and statistics necessary for budgetary purposes and year-end closings.

Assists Finance Director in the preparation of budget worksheets and estimates of anticipated revenues and expenditures for the ensuing year.

Performs other related duties as assigned.

Qualifications

Education and Experience:

A. Graduation from a two-year college with an Associate Degree and course background in general office procedures.

AND

B. Four (4) years of progressively responsible work experience performing all accounting functions in accordance with generally accepted practices and procedures.

OR

C. An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of City fiscal practices and procedures, and an understanding of municipal accounting as set forth in the Utah Uniform Accounting Manual and the Utah Municipal Fiscal Procedures Act and GASB. Working knowledge of complex bookkeeping and accounting techniques most appropriate to computerized systems; knowledge of inter-relationships of all City departments; knowledge of mathematics, spreadsheets, word processing, data bases; proficient on a ten-key calculator.

Ability to deal tactfully and courteously with the public, co-workers, supervisors, and elected officials; ability to communicate effectively verbally, and in writing.

Must have excellent skills in the operation of computer equipment and office equipment.

Physical requirements and demands

- While performing the duties of this job, the employee is frequently required to move about, and to remain in a stationary position for periods.
- The employee is required to activate controls, and operate office productivity machinery such as computer, calculator, copy machine, and printer. The employee must be able to inspect documents, observe all happenings in their surroundings, and effectively communicate information to others.
- The employee must occasionally move objects weighing up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.