



CLASS SPECIFICATION

Class Title: Accountant I
Department: County-wide
FLSA: Non-exempt

Class Code: 3350
Grade: 18
Eff. Date: 09/07/1987
Revised: 10/15/2020

GENERAL PURPOSE

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

EXAMPLE OF DUTIES

Advises and orients clerical personnel in routine posting, filing, and related accounting activities as necessary.

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

Reviews monthly financial reports for budget compliance and coding irregularities.

Assists with accounts payable & receivable processes, including p-card, general billing, and travel.

Establishes controls, inventories, appropriate records and other related programs; performs cost accounting activities and assists with fixed asset processing.

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

May perform general ledger and project reconciliations; may prepare journal entries.

May assist with development and implementation of procedures for accountability within the department; recommends financial policies and procedures according to the needs within the county.

May operate a motor vehicle.

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.



CLASS SPECIFICATION

Career Ladder: This position is part of a career ladder job series. An incumbent may be eligible for career ladder advancement to Accountant II on his or her eligibility date after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence.

DCSO: An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

2. Special Qualifications:

Must pass a criminal background check.

Furnish personal transportation for on-the-job travel. 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).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: principles and procedures of accounting; research methods and statistical analysis; 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 GAAP 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.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	10/15/2020
Department Approval:	Eric Barrett, Diana Reich
HR Generalist Approval:	Jennifer Jeppson, Hollie McKinney
Classification Approval:	Marina Brito