



CLASS SPECIFICATION

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

Class Code: 3351
Grade: 20
Eff. Date: 09/07/1987
Revised: 04/02/2024

GENERAL PURPOSE

Under general guidance and direction of an administrative superior, performs working level professional accounting and auditing work for Davis County.

EXAMPLE OF DUTIES

Assists in the design, development, and maintenance of internal controls: advises county departments on internal control processes and procedures related to the county's financial systems.

Performs complex professional accounting functions; serves as professional advisory to accounting staffs in other County departments and reviews accounting procedures for compliance with generally accepted accounting principles and with the Fiscal Procedures Act.

May perform advanced cost accounting or job costing activities, may prepare reconciliations of project accounting reports to the general ledger, and may submit project reports to other entities.

May prepare complex bank reconciliations to ensure the county's bank balance matches the general ledger cash balance. May perform complex balance sheet reconciliations; prepares monthly and year-end journal entries; verifies reports.

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

May assist County departments with grant administration; may prepare the annual Schedule of Expenditures of Federal Awards.

May prepare and submit periodic federal reports in compliance with federal guidelines; may furnish information to independent, state, and federal auditors.

May operate a motor vehicle.

Performs related duties as assigned.

Duties specific to health department:

May supervise clerical or accounting technicians; assigns and monitors work; evaluates performance.

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, plus three (3) years of full-time related experience in accounting, budgeting

or a closely related field; an acceptable combination of education and experience may be considered. A Master's degree in accounting may be substituted for one year of experience. Preference given for experience in governmental accounting.

OR

Graduation from an accredited college or university with a Bachelor's degree in any field, plus five (5) years of full-time related experience in accounting, budgeting or a closely related field. A Master's degree in accounting may be substituted for one year of experience. Preference given for experience in governmental accounting.

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, maintain the minimum vehicle liability insurance as specified in the Utah Code, 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: the principles and procedures of accounting, government accounting techniques and practices, research methods and statistical analysis, federal grant regulations and circulars, 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 and GAAS to a public sector environment; prepare and maintain complex financial records and reports; communicate effectively (orally and in writing); follow oral and written instructions; 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.**