



## CLASS SPECIFICATION

**Class Title:** Accounting Technician IV  
**Department:** Auditor  
**FLSA:** Non-exempt

**Class Code:** 3346  
**Grade:** 18  
**Eff. Date:** 01/01/02

### GENERAL PURPOSE

Under general supervision of an administrative supervisor, performs complex clerical and technical accounting and bookkeeping duties for Davis County Auditor.

### EXAMPLE OF DUTIES

Audits County departments' entries for payroll and accounts payable; processes payroll and accounts payable.

Acts as lead in accounts payable; provides training and assists County departments with problems related to accounts payables.

Compares expenditures with budget appropriations; records bookkeeping entries against County accounts payable and receivable; develops and maintains records of departmental accounts; computes periodic billings and accounts; reviews and reconciles accounts, prepares budgetary reports, insurance reports, and other supportive reports.

Performs a variety of complex clerical and accounting functions including preparing, typing, and compiling reports and billings, establishing filing systems and various receipt and expenditure ledgers.

Enters and edits data assuring completeness and accuracy; compiles and organizes financial data and statistics related to various financial reports; recommends modifications to data processing system; assists in enhancing and developing software.

Communicates with other departments and agencies for purposes of modifying accounting and bookkeeping systems. Works with vendors and customers as required. Assists departments in completing forms; answers questions.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from high school and five (5) years of progressively responsible experience in bookkeeping, accounting, or payroll, three (3) years of which must have been within the finance division of the Auditor office, or an acceptable combination of education and experience.

#### 2. Special Qualifications:

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



## CLASS SPECIFICATION

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:** County financial policies and procedures, modern computerized office practices and procedures, accounting and bookkeeping practices and procedures.

**Skill in:** typing 40 wpm net as required by the position; the operation of a ten-key machine or calculator; using all applicable computer hardware and software including Microsoft Excel and Word.

**Ability to:** make complex mathematical computations rapidly and accurately; promote a team concept within the department and with other County departments; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, co-workers, 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 modifications to reasonably accommodate individuals with disabilities.**