SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accountant

Revision Date:	1/07
EEO Function:	Financial Admin.
EEO Category:	Professional
Status:	Exempt (Prof)
Control No:	30364

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance Director or Controller, produces and provides the necessary information to Departments in the Budget report process as well as other general duties. Performs professional level accounting duties requiring advanced accounting knowledge.

III. Essential Duties

- Prepare and post monthly journal entries such as administration charges, fleet rent, DP charges, postage, copying, telephone, interest distribution, and other entries for the reporting process.
- Review Budget report, CAFR, UT2 report, etc.
- Prepare CDBG, COPS, and various other Grant billings, accounting and balancing.
- Prepare contract billings, accounting, reimbursement and balancing.
- Prepare specific project accounting as needed.
- Prepare reconciliation of bank accounts and investments.
- Prepare unclaimed property reports, sale tax reports, etc.
- Daily balancing cash, A/R, A/P, G/L, Ambulance, etc.

IV. Marginal Duties

- Prepare and provide information for budgeting.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors degree in accounting or related field.

Experience: One year of accounting or business training; may substitute year for year any equivalent combination of experience and education.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other department, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), mainframe, 10-key, printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective work relationships with employees and the public; records management skills; apply complex concepts to the solution of problems.

VI. Working Conditions:

Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____