

Accountant

DEPT: Finance
DIV: Accounting
DATE: August 2021

FLSA: Non-Exempt
EEOC: Para- Professional



POSITION SUMMARY

Performs a variety of **professional and technical duties** as needed to monitor and implement financial reporting, budgeting, payroll, accounting, and asset management functions of Lehi City and its various departments.

SUPERVISION RECEIVED

Works under the close to general supervision of the Deputy Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Administers city payroll; processes payroll sheets; inputs and records employee work hours; files time sheets; prepares biweekly payroll; determines employee earnings, calculates employee withholdings (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records of wages, deductions, taxes, and benefits.

Performs computer entries of work time, sick leave, annual leave and comp time accrual and usage; calculates employee totals and balances for leave accounting; records all transactions against leave from authorized programs; processes and maintains benefit claim and enrollment forms; prepares and distributes leave record reports.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state, and federal agencies; creates correcting general ledger entries for payroll, benefit, and withholdings.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies, or other organizations with a legitimate need to know; processes and follows-up on wage garnishments and levies by federal, state, and county court orders.

Analyzes general ledger accounts and prepares appropriate journal entries; assists in maintaining regulatory compliance and adherence to Generally Accepted Accounting Procedures (GAAP). Assists the Deputy Finance Director in preparation for the city's annual audit.

Generates, logs and processes purchase orders; monitors disposition of purchase orders by developing and producing various reports and records; conducts research as needed to verify or identify the disposition of various purchase orders; generates monthly blanket purchase orders to vendors.

Participates in the control and tracking of fixed assets; assures accountability of fixed assets and supervises annual inventory of the same; participates in the preparation and conducting of surplus sales.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related field.

AND

- B. Two (2) years responsible work experience providing training in practical bookkeeping or accounting.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications, i.e., Excel, Word, and Caselle. **Some knowledge of** laws and regulations governing accounting responsibility and payroll processing; acceptable purchasing procedures, bidding requirements and related regulations; general office management; inter-personal communication skills.

Skill in the operation of computer terminal and data entry equipment.

Ability to work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, etc.; work under time pressures in meeting deadlines; communicate effectively and verbally and in writing; develop and maintain effectively working relationship with elected officials, professionals, the public and fellow employees.

3. Special Qualifications

Must be able to type.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching. Talking, hearing, and seeing necessary to the performance of essential functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)