

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
ACCOUNTANT	\$12.36-\$13.12/HR	2-20-2015

WEBER-MORGAN HEALTH DEPARTMENT - Full-Time with Benefits

JOB SUMMARY Under the close supervision of an administrative superior, performs a variety of professional accounting work. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Assists in developing and implementing new accounting techniques and systems or modifying and modernizing existing methods and procedures. Maintains and balances accounts against other accounting records; prepares special reports and financial statements; ensures adjusting entries are made as required. Performs general accounting functions for one or more departments; makes final accounting of cash funds, vouchers, encumbrances, and related accounting matters; prepares balance sheets and other periodic reports; conducts internal audits. Compares expenditures with budget appropriations; makes adjustments resulting from budget revisions; assists in the preparation of reports which serve as a basis for budget requests. Advises and orients clerical personnel in routine posting, filing, and related accounting activities as necessary. Performs related work as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's Degree in Accounting or a related field, AND No experience required, OR Any equivalent combination of education and experience.

Working knowledge of the principles and procedures of accounting; working knowledge of research methods and statistical analysis; working knowledge of modern office methods, practices, procedures, and equipment.

Ability to apply modern accounting principles and procedures to government situations; ability to keep complex financial records and to prepare financial reports; ability to communicate effectively verbally and in writing.

SPECIAL QUALIFICATIONS Must have a valid Utah Driver's License and a good driving record.

TOOLS AND EQUIPMENT USED Personal computer, including spreadsheet [Excel or Quattro Pro] and word processing software; financial computer system; telephone; 10-key calculator; copy machine.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: March 6, 2015

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County Personnel, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DRUG & BACKGROUND TESTING REQUIRED