

# South Jordan City

## Job Description

<b>Title:</b>	<b>Senior Accountant</b>	<b>Effective Date:</b>	<b>5/25/2025</b>
<b>Org:</b>	<b>100120</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Pay Grade:</b>	<b>GS20</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Under general supervision, perform a variety of technical and professional level functions in the areas of: strategic planning, capital improvement program, payroll, grants, and financial accounting and reporting duties.

### SUPERVISOR

Associate Director of Finance

### POSITION(S) SUPERVISED

Payroll Technician

### ESSENTIAL JOB FUNCTIONS

Meets performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Perform general to highly complex professional work assignments, including specialized or general analysis with limited supervision.

Manager and coordinate with supervisor all day to day functions of CDBG Program.

Prepares all Federal grant-related schedules for annual audit requirements and completes other duties related to the annual audit (SEFA), as needed.

Serve as primary contact for grant financial activity; provide financial analysis, management support and guidance; work with departments to comply with funder's terms and conditions.

Manage payroll process including but not limited to bi-weekly payroll processing, timely federal tax deposits, reconciliation of payroll deductions/benefits with various private, state and federal agencies, reconciliation of general ledger accounts, 941's, W2's.

Assist with preparation of various reports, including the City's Strategic Plan, Annual CIP budget, 5-year Capital Improvement project budgets, current CIP project detail and summary report, *etc.*

Assist in overseeing capital projects budget and related expenditures.

Collect and maintain current master plans for the City. Assist City and Departments in ensuring effective implementations of master plans and their respective projects.

Work closely with project managers to ensure that the CIP project ledger is updated and reconciled on a regular basis. Provide regular management reports to project managers, department heads, CFP, and the City Manager.

Assist with and/or perform program analysis using tools and principles of strategic planning, priority based budgeting, and Lean Six Sigma.

Conduct and prepares long-range financial forecast and operational related budget impacts for the City and respective departments.

Collaborate with staff to understand needs and align them with suitable grants, as well as gather necessary data and supporting documents for applications or submissions.

Help departments write compelling grant proposals and applications that effectively communicate the City's goals, objectives, and impact. Ensure that all grant applications are submitted accurately and on time.

Ensure compliance with all grant requirements, including reporting, documentation, and grant-specific obligations such as timely reports, program outcomes and financial utilization to grantors and sponsors.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in accounting, finance, municipal government or related field;

AND

B. Three (3) years of experience in field related to above duties;

2. Knowledge, Skills and Abilities:

Knowledge of general and governmental accounting principles and practices.

Ability to operate a personal computer with Microsoft products.

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Moderate knowledge of spreadsheet, word processing and data analysis. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Excellent research, writing, and editing skills. Detail-oriented and organized with the ability to meet deadlines.

Find, organize, and analyze information or data. Weigh the relative costs and benefits of a potential action.

Communicate information and ideas clearly, and concisely, in writing and/or verbally; read and understand information presented in writing and/or verbally.

Ability to follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

3. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not*

*prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Senior Accountant</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Finance</b>	<b>EEOP Class:</b>	<b>Prof</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>232/715</b>