

South Jordan City

Job Description

Title: Budget/Accounting Specialist
Org: 100120
Pay Grade: GH18

Effective Date: 6/25/2023
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Coordinate the preparation of the annual budget and related finance oriented projects. Coordinate annual budgeting process, including preparing/distributing budget development packets, answering questions from departments regarding budget form preparation, working with departments to assist them in developing budget requests/projections for their department; and reviewing/evaluating budget requests to recommend to the managers, councils or boards a budget package in line with expected revenues. Perform a variety of intermediate accounting duties and staff support to the Finance Department.

SUPERVISOR

Associate Director of Finance

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. All or a majority of the essential job duties may be performed from a remote location upon authorization.

Perform support duties as needed for the Chief Financial Officer/Budget Officer.

Assist in preparation of City's annual budget.

Track all budget amendments and adjustments.

Maintain, analyze, and distribute City-wide budget reports.

Assist in preparation of City's annual financial report, and other internal and external reports.

Prepare, review, and post monthly journal entries.

Reconcile general ledger accounts.

Perform projections for proposed salary changes for the City.

Assist the City's external auditor in compiling documentation for annual audits.

Act as backup for Senior A/P Specialist.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor’s Degree in accounting, finance, or other closely related field

AND

B. Four (4) Years of experience related to above duties.

OR

C. Graduation from High School or G.E.D.

AND

D. Eight (8) years of experience related to above duties.

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills, and Abilities:

Knowledge of City government functions.

Knowledge of office equipment including, but not limited to: fax machines, copiers, printers, and computers.

Ability to work with co-workers, supervisors, elected officials, and public as needed.

Ability to communicate both verbally and in writing.

Ability to operate personal computer and Microsoft products.

Ability to take direction and to solve problems as required.

4. Working Conditions:

Incumbent of the position works in a safe, climate-controlled environment. Occasionally, tasks may require a variety of physical activities related to walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand finger and dexterity are needed. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Local travel required in normal course of job performance.

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

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Finance	EEOB Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	725