

South Jordan City

Job Description

Title: Senior A/P Specialist
Org: 100120
Pay Grade: GH18

Effective Date: 2/27/2025
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Responsible for the completion of accounting duties and maintaining accurate financial records of the city. Perform a variety of intermediate accounting duties to include but not limited to accounts payable, auditing, and contract payments 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.

Review, verify and processes payables and expense reimbursements in compliance with the accounting policies of the city. Review and processes complex invoices related to technology, software, building projects, ensuring coding of General Ledger information is accurate.

Maintain accounting records in an organized manner to facilitate reviews and audits of the cities financial records.

Plan and prioritize assigned duties to meet timeframes established for month-end closing of the cities books and records. Complete monthly schedules by vendor and expense type to facilitate the accrual entries needed during month-end close.

Processes vendor issued credits and adjustments to appropriate accounts. Interacts with vendors in responding to inquiries and requesting information needed. Conducts independent research with vendors and line of business managers surrounding disputed invoices, ensuring the AP records are maintained accurately.

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.

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.

Job Class: Clerical Non-Exempt

EEO-4 Class: Adm Support

Location: Accou. Payb.

EEOP Class: Adm Support

Group/BU: General Pay Plan

Tech-Net Match: Budget/Accounting Specialist