



NOTICE OF JOB OPENING

Accountant/Treasurer

Posting Date: March 25, 2024
Department: Finance
Reports to: Finance Director
Salary Range: Salary Range: E5 \$34 - \$53 per hour (hiring anticipated at \$34)
Position Type: Full Time - Exempt
How to Apply: Applications available at bountifulutah.gov
(City Application REQUIRED)
Send to: Human Resources, 795 South Main Street,
Bountiful, UT 84010
Email: jobs@bountiful.gov
Deadline to Apply: Sunday, April 14, 2024

Overview:

Under the general supervision of the Finance Director, this position performs various accounting-related functions including all capital asset accounting. This position also performs all statutory responsibilities of city treasurer as well as primary responsibility of managing the city's investment portfolio.

Essential Job Functions:

- ❖ In coordination with the Finance Director and Assistant Finance Director, this position is an integral part of performing the day-to-day accounting operations of the City and the South Davis Recreation District. This includes the allocation and disbursement of City funds and analyzing a variety of reports and records to verify that funds are processed and recorded in accordance with generally accepted accounting principles and as approved by the regulatory bodies.
- ❖ Performs bank account reconciliations and balances activity to the general ledger; prepares and enters appropriate journal entries.
- ❖ Plays an important role in the year-end close procedures and annual financial audits, including aiding the Finance Director in the production of the Annual Comprehensive Financial Report.
- ❖ Oversees and is the principal individual in the accounting for and safeguarding of all capital assets.
- ❖ Organizes and carries out the treasury processes and procedures as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, the Utah Money Management Act, and City policy.
- ❖ Cultivates and maintains relationships and online tools with banks and other financial entities. Manages and directs the receipting of all monies into appropriate bank and general ledger accounts. Determines cash flow requirements to maximize the investment of city funds and assures availability of sufficient funds to cover city financial needs and

issued checks. Reviews the weekly accounts payable batches. Initiates fund transfers as needed.

- ❖ In consultation with the Finance Director and Assistant City Manager, actively manages the investment of the city's portfolio in accordance with the Utah Money Management Act and city investment policies. Uses understanding of market and economic conditions to purchase bond investments always considering prudent investment practices. Creates monthly investment reports for city management and elected officials, and semi-annually prepares and submits the statutory deposits and investments report.
- ❖ Performs any other duties as required by the Finance Director.

Knowledge, Skills, and Abilities:

- ❖ Knowledge of and skill in applying generally accepted accounting principles as applied to governmental accounting.
- ❖ Obtain, within a reasonable timeframe, adequate knowledge of the Bountiful City Code as it applies to the City's fiscal functions, as well as knowledge of State and Federal regulations concerning municipal finances.
- ❖ Skill in establishing and maintaining effective working relationships with co-workers, supervisor, department heads, and the public.
- ❖ Experience in or ability to learn how to gauge market/economic conditions and invest public funds in a prudent manner and in compliance with the Utah Money Management Act.
- ❖ Skill in preparing, reviewing, and analyzing a variety of financial records relating to the disbursement and/or receipt of funds in a municipal government setting.
- ❖ Skill in operating financial accounting software and Microsoft Office.
- ❖ Communicate effectively both verbally and in writing.
- ❖ Ability to lift 40 – 50 pounds without assistance.

Qualifications:

- ❖ Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field, and one to two (1-2) years of financial/accounting work experience, including responsibility for a computerized finance/accounting system, or an equivalent combination of education and experience
- ❖ Must be bondable.
- ❖ Must have a valid Utah Driver's License
- ❖ Successfully pass a background check, a driving record check, and a pre-employment drug test