



Job Description	
Job Title: Accounting Clerk	Pay Grade: 6
Department: Administration	Effective Date: 3/2021

GENERAL PURPOSE

Performs a variety of duties related to accounts payable, accounts receivable, bank statement reconciliation, and accounting report reviews. General office and clerical support. Warehouse operations support.

SUPERVISION RECEIVED

Works under the general supervision of the Accountant/Clerk or Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Accounts Payable: Audits invoices and claims for payment, reviews invoices and checks against purchase order and receipts, resolves errors and discrepancies, identifies delinquent accounts, monitors and coordinates bond payments, monitors payment of monthly expenditures on a timely basis. Maintains custody of and prepares checks.

Accounts Receivable: Prepares billing statements for direct customers, Pretreatment industrial billings doing calculations for BOD, TSS, and O&G using established spreadsheet formulas, billings for Hill Air Force Base services, MIDA, grit hauling invoicing. Other invoicing as needed.

Reconciles Bank Statements: Reconciles bank statements on a monthly basis and reviews for unbooked disbursements.

Reviews: Utility account aging report, prepares annual delinquent notices and distributes the same to the counties.

Warehouse support: Oversees the completion of purchase orders received from warehouse personnel. Manages, maintains, and creates purchase orders for District Manager, Pretreatment Coordinator, Administrative staff, and Board of Trustees. Verifies accounting distribution is correct. Coordinates with Warehouse Lead Worker on data entry for work orders, task orders, purchase orders, and account codes.

Other: Assist or performs general office support; prepares letters and memos. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school; plus 2 years of advanced training in general business, accounting, bookkeeping, or some other related field;

AND

B. Four (4) years of progressively responsible experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities

Thorough knowledge of bookkeeping and basic accounting practices and procedures.

Type accurately, prepare and maintain accounting documents and records.

Thorough knowledge of personal computer operations and various word processing and accounting applications (Word, Excel, Incode).

Researching, tracking, and restoring accounting or documentation problems and discrepancies.

Ability to work quickly and accurately with numbers; perform general mathematical computations.

Skill in the operation of computer, data entry equipment and 10 key calculator.

3. Special Qualifications

Must be bondable.

Must possess a valid Utah driver's license.

Must be willing to become cross trained in administrative, computer, and office related functions.

WORK ENVIRONMENT

General office setting, comfortable working positions. Intermittent sitting, standing, and walking. Work activities require reaching, bending and moderate lifting. Moderate stress associated with high public contact and deadline demands. Mental application requires discriminating thinking, guided and creative problem solving. May be subject to exposure to industrial waste and pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.