



## CLASS SPECIFICATION

**Class Title:** Accounting Manager - Health  
**Department:** Health  
**FLSA:** Non-Exempt

**Class Code:** 3362  
**Grade:** 23  
**Eff. Date:** 03/30/2020

### GENERAL PURPOSE

Under general guidance and direction from the Health Admin Bureau Manager, performs management and complex professional level accounting duties, and prepares financial and statistical information.

### EXAMPLE OF DUTIES

Assigns revenues and expenditures to activities and/or projects; analyzes cost and spending variances; examines project reports before invoicing; tracks specific costs and revenues to projects; evaluates project data to monitor level of expenditures.

Manages the Health ledger by preparing and approving journal entries in accordance with Generally Accepted Accounting Principles (GAAP). Creates new accounts as required for financial purposes and in compliance with GAAP.

Reviews, authorizes, and verifies accuracy of revenue and expenditure transactions.

Monitors transactions for budget compliance.

Works with internal and external customers and vendors to resolve conflicts, establish appropriate accounting procedures, and meet department objectives.

Maintains and improves upon internal controls, financial policies and procedures.

Monitors the posting of manual journal entries. Supervises and coordinates department payroll processes.

Reconciles cash, Health ledger, payroll accounts and supporting journal entries.

Reviews the maintenance of inventory records.

Manages the review and oversight of contracts and grants using the project system; reviews grant programs to ensure all fiscal requirements are met and all parties perform their financial obligations specified in the grant.

Plans, prioritizes, and supervises the work of accounting staff; develops schedules and methods to accomplish assignments, evaluate performance, resolve conflicts, and encourage professional development.

Reviews records and outstanding accounts. Manages collections and prepares proposed write-offs of uncollectable accounts.

Prepares year end accruals and entries.



## CLASS SPECIFICATION

Plans, conducts, and coordinates special studies and projects as assigned.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business, Finance or closely related field, plus at least six (6) years of progressively responsible accounting experience, including at least two (2) years in public finance.

**OR**

Graduation from an accredited college or university with a Bachelor's degree in any field, plus at least ten (10) years of progressively responsible accounting experience, including at least two (2) years in public finance. A Master's degree in accounting may be substituted for one year of experience.

Preference for:

- Supervisory experience.
- Job costing/cost accounting.

#### 2. Special Qualifications:

Preference given for any one of the following credentials: Certified Public Accountant, Certified Government Finance Manager, Certified Public Finance Officer, or other applicable certification.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### 3. Necessary Knowledge, Skills and Abilities:

**Knowledge of:** accounting principles, practices and techniques; auditing standards as recommended by the American Institute of Certified Public Accountants; governmental fund accounting theories, principles, standards, and practices; governmental accounting standards including GASB and Federal Single Audit requirements; statistical methods, techniques, and financial planning; applicable laws, codes, and regulations; organizational research methods; financial/statistical analysis; computer hardware and applicable computer programs/applications; public administration.

**Skill in:** supervision and staff development; use of enterprise resource software/systems, operating ten-key calculator; all computer hardware and applicable software including MS Word and Excel; applying correct spelling, grammar, and punctuation.



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**Ability to:** assign, supervise and evaluate the work of others; apply accounting principles and auditing standards to a public sector environment; work independently in determining priorities, methods, projects; prepare and analyze complex reports, financial statements, budgets, grants and other documents; conduct in-depth fiscal research; prepare and deliver effective presentations; complete assignments with minimal supervision; operate all applicable computer hardware and software and master new technologies; follow oral and written instructions; communicate effectively (orally and in writing); establish effective working relationships and exercise sound judgement, initiative, and resourcefulness when dealing with employees, elected officials, the media, professional contacts and the public.

### WORKING CONDITIONS

Work for sustained periods of time maintaining concentrated attention to detail.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date:	4/1/2020
Department Approval:	Diana Reich
HR Generalist Approval:	Hollie Holley
Classification Approval:	Jana Bake