

Ogden City JOB POSTING



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

STUDENT INTERN (ACCOUNTING) – PART TIME

DEPARTMENT: Management Services
DIVISION: Comptroller
WORK HOURS: Must be available to work Monday through Friday during the day.
20 to 24 hours per week.
RATE OF PAY: **\$20.00 - \$22.00 per hour (Depending on qualifications and experience.)**

GENERAL PURPOSE

To perform professional accounting activities; to maintain a variety of accounts, general ledgers and financial records; to provide budgetary forecasts, reports and modifications; and to perform professional accounting duties involving the reporting of financial transactions and maintenance of financial records for City operations, programs, and services.
Receives direction from the Ogden City Comptroller.

ESSENTIAL JOB FUNCTIONS

- Promotes and follows the City's values and expectations.
- Perform professional accounting activities; assist in maintaining a variety of accounts and general ledgers; assist in preparation of monthly fiscal reports and special reports relating to the progress of assigned accounts.
- Participate in the compilation and preparation of the City's annual budget; prepare cash flow and expenditure projects.
- Prepare annual financial reports for City departments; prepare statistical financial reports; enter updated information into the data base and maintain accurate financial records; prepare financial reports from data files.
- Be able to assist with the preparation of quarterly reports including Federal and State payroll tax reports, and unemployment reports; receive and enter monthly journal entries from various departments.
- Ability to produce various budget related forecasts and reports.
- Assist departments in the proper classification of revenues and expenditures.
- Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy.

- Prepare and post journal entries to record revenues, transfers, payments, and correct expenditures.
- Help as need to cover the City cashier, accounts receivable, accounts payable and purchasing responsibilities.
- Perform related duties and responsibilities as required.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in person with the public during working hours and use on-site equipment.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- A minimum of two years of office related work experience preferred.
- High school diploma or its equivalent required.
- Participation, equivalent to a senior, in a Bachelor's Accounting Degree Program or participation in a Master's level Accounting Degree Program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Generally accepted accounting principles and procedures.
- Principles and practices of budgeting.
- Modern office methods, practices, procedures, and computer equipment.
- Governmental accounting principles and practices.
- Sound principles and practices of financial auditing.
- Financial research and report preparation methods and techniques.
- Laws regulating public finance and fiscal operations.
- Automated financial management systems.
- Learn governmental accounting principles and practices.
- Learn automated financial management systems.
- Prepare a variety of less complex financial statements, reports and analyses.
- Examine and verify a wide variety of financial documents and reports.
- Operate a computer including a variety of software programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Analyze and interpret complex financial and accounting records.
- Utilize computer equipment and software to produce complex reports, informational items, tracking systems and related documents.
- Apply Federal, State and local laws and regulations pertaining to accounting, auditing, and grant activities.
- Maintain effective audio-visual discrimination and perception needed for: making

observations, communicating with others, reading and writing, operating assigned equipment.

- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Compliance with all city policies, procedures, and regulations

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work in an office environment; sustained posture in a seated position for prolonged periods of time.
- Must possess the visual ability to see clearly at close (less than 20 inches) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

September 30, 2022