

---

## Data Analyst/Accountant Job Description

### 1316.1 JOB TITLE

Data Analyst/Accountant

FSLA Status: Non Exempt

### 1316.2 SUPERVISION RECEIVED

Works under the direct supervision of the Finance/Human Resource Director with the indirect supervision of the Fire Chief or his designee.

### 1316.3 JOB SUMMARY

Responsible for performing accounting, payroll, financial analysis, and financial tasks requiring judgment and the ability to research, analyze, investigate, audit, and report on technical issues as well as researching, analyzing, investigating, and applying for grants which would benefit the department.

### 1316.4 ESSENTIAL DUTIES

- (a) Promotes and follows the Department Mission and Vision Statements, values and expectations.
- (b) Perform moderate tasks in governmental accounting and budgeting, statistical and financial analysis and financial reporting.
- (c) Prepare journal entries and budget transfers as assigned.
- (d) Prepare payroll, accounts receivable, accounts payable, expenditures, and income; confirm expenditures are made in accordance with procurement policy.
- (e) Assist in preparing, reviewing and maintaining the operating budget and expenditures.
- (f) Assist in reconciling various asset and liability accounts.
- (g) Perform accounting procedures required by GAAP, GASB, Special Service Areas, State and Federal Grants.
- (h) Assist in the preparation, publication, and distribution of the annual financial statements and the comprehensive annual financial report.
- (i) Participate in the annual financial audit by external auditors, periodic operation audits, and any other audits as requested.
- (j) Support department initiatives such as public education programs, certification testing, and other community outreach events.
- (k) Performs a variety of technical, professional, and complex administrative duties related to writing, securing, and coordinating the compliance of federal and/or state grants.
- (l) Monitors grant opportunities for various projects and prepares grant applications. Monitors secured federal and state grants for compliance with grant specifications and conditions; assures compliance with procurement code; assures receipt of disbursed

# South Davis Metro Fire

## Fire Policy Manual

### *Data Analyst/Accountant Job Description*

---

funds; develops periodic reports and reviews program impact and progress; distributes required grant reports as necessary.

- (m) Implements the creation of financial forms for grants necessary for accounting of program expenditures; reviews utilization of funds to assure conformity to grant budget and authorized expenditures; reviews and reports impact upon operations and grant opportunities.
- (n) Operates personal computer for the development and maintenance of grant fiscal records and history; creates and maintains grant budget spreadsheets; prepares reimbursement requests; maintains project information as needed to verify and validate draws against grants; maintains various files and records of grant documentation.
- (o) Prepare analysis on calls of service, financial transactions, and other analysis as requested.
- (p) Assists in permit collection and fee payments for fire prevention division.
- (q) Assesses, prepares invoice, and collect payment for fire impact fees for new development, demolitions, and improvement properties located within the department boundaries.
- (r) Performs other duties as assigned.

#### **1316.5 QUALIFICATIONS**

##### Knowledge of:

- (a) Economic conditions and the effects of these conditions on governmental operations.
- (b) Proficiency in the use of automated systems for accounting and financial reporting, including the use of common business software packages such as Microsoft Word, Excel, Caselle Accounting Software, word processing equipment and applications, complex telephone systems, and similar applications.
- (c) Ability to operate a motor vehicle.
- (d) Ability and willingness to work both regular business hours and non-business hours as needed.
- (e) Demonstrate ability to work well with others both independently and in a collaborative team environment.

##### Ability to:

- (a) Implement effective use of electronic data applications in all aspects of the job.
- (b) Analyze and apply Federal, State, Special Service District, and local laws and regulations pertaining to accounting, audit work and analysis.
- (c) Interpret rules, regulations, policies, ordinances, and laws as pertaining to assigned job functions.
- (d) Apply principles, methods, and practices of accounting. Perform a variety of finance and accounting related assignments.

# South Davis Metro Fire

## Fire Policy Manual

### *Data Analyst/Accountant Job Description*

---

- (e) Prepare clear and comprehensive fiscal analysis and reports as required.
- (f) Plan and organize responsibilities so that matters are dealt with appropriately and correctly produced in a timely and accurate manner.
- (g) Use office equipment such as computer, printer, scanner, calculator, fax machine, ten-key by touch, etc.
- (h) Demonstrate initiative and exercise good judgment in the performance of duties.
- (i) Establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public.
- (j) Work independently and as a team member. Recognize and set priorities and meet deadlines.
- (k) Exhibit critical thinking and problem solving skills.

#### Education and Experience:

- (a) Two (2) years of progressively responsible experience performing above or related duties.
- (b) Bachelors Degree in accounting, analysis, grant administration, or an approved related field or coursework, with a minimum of 12 semester units in accounting, finance, or auditing.
- (c) High school graduate or equivalent.
- (d) Background in general office practices and procedures.
- (e) Two (2) years of full-time accounting, analysis, or audit experience or a satisfactory combination of both.

#### Highly Desirable:

- (a) Special training, education, and/or certification in accounting related fields are highly desirable. Previous experience in accounting working with a District or Local Government.
- (b) Experience in data analysis, organizing data, and ability to present data.
- (c) Experience in grant researching, writing, and reporting.

#### **1316.6 WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is generally performed in an office environment; contact with employees, retirees, vendors and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. Must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required License: Possession of a valid, appropriate State of Utah driver's license.

# South Davis Metro Fire

Fire Policy Manual

## *Data Analyst/Accountant Job Description*

---

### **1316.7 DISCLAIMER**

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



# South Davis Metro Fire Service Area

255 S. 100 W. Bountiful, UT 84010

**REMIT TO: [hr@sdmetrofire.gov](mailto:hr@sdmetrofire.gov)**

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been discharged or forced to resign from a position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Have you ever been convicted of violating any law, other than a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Are you a U.S. citizen or do you have a legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you hear about our job opening? \_\_\_\_\_

Are you related to anyone currently working for South Davis Metro? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Do you possess a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Driver's License # \_\_\_\_\_

Are you claiming Veterans Preference? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*ENGLISH MUST BE PRIMARY LANGUAGE\***

Do you speak any other foreign language? \_\_\_\_\_

## EDUCATION

	School Name & Address	Yrs Completed	Diploma/Degree/ Certification
High School	_____	_____	_____
College	_____	_____	_____
Vocational/Technical	_____	_____	_____
Other Education/Licenses/ Certifications/Training (e.g. FF, EMT, Hazmat)	_____	_____	_____

Beginning with present or most recent experience, account for all employment during THE LAST 10 YEARS. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section must be completed. Include military service, if applicable. Also include non-paid (volunteer type) employment.

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
If you are still employed by this employer, may we contact your Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

---

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

---

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
Supervisor's Name and Job Title: \_\_\_\_\_  
Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

---

**Please Don't Attach Certifications!!!**

I certify that the information given herein is true and complete to the best of my knowledge. I understand and authorize any required investigation of all statements contained in this application, as it may become necessary for processing to include contacting prior employers, supervisors and co-workers. I also understand that false or misleading information given in my application, or interviews could result in immediate termination or disqualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date