



CITY OF WEST JORDAN
8000 Redwood Road, West Jordan, Utah 84088

ACCOUNTANT JOB POSTING

Opening Date: August 8, 2017

Closing Date: August 22, 2017

Hourly Rate: \$22.75 - \$32.37

Status: Full-time

DEFINITION

Under general supervision, to perform a variety of duties for all aspects of accounting within the City including preparing and analyzing monthly, quarterly, and yearly reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: operational characteristics, services, and activities of a finance program; principles of finance and accounting, including administration, planning, accounting, auditing, financial record keeping, financial and budgetary statements, budget preparation and control, and governmental purchasing practices and procedures; principles of fund accounting; recent developments and sources of information in municipal finance; principles and procedures of administrative research and analysis, graphic and tabular presentation of data, and report composition; pertinent Federal, State, and local laws, codes, and regulations; office practices, methods, and computer equipment; safe driving principles and practices.

Skill to: operate office equipment including computer equipment and software; operate a motor vehicle safely.

Ability to: analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of finance and accounting goals; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to accounting programs and functions; ability to have a high level of attention to detail when preparing financial reports; perform analytical research tasks; interpret abstract or challenging financial data or information relating to municipal management and compile summaries or reports that can be understood and acted upon by citizens and officials unfamiliar with the complex concepts and data; scrutinize data, processes, or procedures that impact the efficient function of financial reporting and propose changes and improvements; interact with diverse groups to build consensus and understanding around financial reporting activities and maintain professionalism and decorum if challenges arise; communicate clear and understandable financial information, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with major course work in accounting or business administration; and two years of technical accounting experience. Combination of education and experience may be substituted for the Bachelor's degree.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment; ability to travel to different sites and locations.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the City of West Jordan to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. West Jordan City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

APPLICATIONS

Interested applicants must complete and submit a City application and resume to Human Resources through the website at www.westjordan.utah.gov by August 22, 2017. EOE.