



City Recorder/Finance Clerk

Position Summary

Performs a variety of professional and administrative duties related to planning, directing, organizing, and controlling the financial and records management functions of the city. Performs all statutory functions of the office of City Recorder.

Education and Experience

Graduation from college with a bachelor's degree in accounting, finance, business administration or related field; AND Two (2) years of responsible experience related to above duties; OR An equivalent combination of education or experience. Experience with Caselle Government Accounting Software preferred. **For a copy of the complete job description go to www.woodscross.com**

Salary Range

Annual starting salary range is between \$40,000 and \$50,000 (DOQ). This position is eligible for benefits.

Application Procedure

Applicants must submit a letter of interest, resume' and a completed Woods Cross City job application form. These materials will be accepted on line at jsims@woodscross.com. Applications may also be submitted by mail or in person at the Woods Cross City offices at 1555 South 800 West Woods Cross, UT 84087. Deadline for application submittals is 5:00 PM November 9, 2018. Any inquires can be directed to Jessica Sims, Assistant City Administrator at www.woodscross.com or at 801-292-4421.

All applications will be evaluated and ranked on the basis of relevant education and experience in relationship to the job duties as listed in the job description. Highest ranked applicants may be invited for a personal interview.

**Woods Cross City is a Drug Free Work Place
and an Equal Opportunity Employer**