



Job Announcement

Park City Municipal Corporation
445 Marsac Ave.
Park City, UT 84060

ACCOUNTING MANAGER - TREASURER

SALARY: \$64,000 - \$89,746 DOE
CLOSING DATE: 7/26/19 @ 11:59pm

JOB SUMMARY:

Under the direction from the Finance Manager, performs a variety of professional accounting tasks. Applies generally accepted accounting principles and governmental accounting standards in the recording and reporting of financial activity in accounting systems. Maintains records of funds received in appropriate accounts. Invests municipal funds and monitors the investment cycle. Assists public by receiving bill payments, answering questions and complaints. Supervises employees in the Finance Department. Responsible for the maintenance and administration of the general accounting systems including upkeep of the general ledger, payroll, accounts payable, accounts receivable, business licensing, fixed assets and utility billing functions. Supervises staff and/or projects as assigned or directed.

EDUCATION AND/OR EXPERIENCE

REQUIRED:

- Master's degree in accounting or related field
- 2-4 years' experience in accounting including experience with financial statement reporting
- Knowledge and experience with computer accounting, spreadsheet, word processing software
- Ability to obtain City National Incident Management System Certification
- Must be able to pass background check

PREFERRED:

- Certified Public Accountant certificate or the ability and willingness to obtain
- Governmental accounting experience
- Supervisory experience

TO APPLY: Visit www.parkcity.org and click on the "jobs" link to apply. For questions, contact Jason Checketts via email – jason.checketts@parkcity.org

Park City Municipal Corporation is an Equal Opportunity Employer

Applications for current job postings are found on www.parkcity.org

Performance Standard: To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probation period.

Individuals requesting Veteran's preference will need to provide Human Resources with a copy of form DD214

To request an accommodation, please contact the city's ADA Manager at 435-615-5241

[This job announcement is not an offer of employment or an employment contract](#)

Notice: For the safety of our employees and the community, all offers will be contingent on the results of a background check that will be processed after the initial offer has been made.