



NOTICE OF JOB OPENING PART TIME FINANCE CLERK

Posting Date: October 2, 2018
Department: Finance
Reports to: Finance Director
Salary Range: Grade N5 (Starting Salary \$15.90 to \$16.68 with grade capping at \$23.46)
Position Type: Part-Time (24 hours per week – flexible schedule Monday-Thursday 7 a.m. to 6 p.m.)
How to Apply: Applications available at bountifulutah.gov
BOUNTIFUL CITY APPLICATION REQUIRED
Submit application and resume either electronically or physically as follows:
Email: jobs@bountifulutah.gov
Mail or drop off address: Human Resources, 790 South 100 East, Bountiful, Utah 84010

Application Deadline: 6:00 P.M., Tuesday, October 16, 2018

Overview:

Under general supervision, performs accounting oriented work and takes the minutes for public meetings.

Tasks:

Performs a variety accounting duties, which may include preparation of expenditure approval and budget-to-actual reports for governing bodies, sales tax refund filing, monitoring & reconciling general ledger accounts, updating the City's accounts payable vendor file, tracking/reporting Redevelopment Agency loans, aiding with the registration of the City's vehicle fleet annually, preparing and posting journal entries, and other miscellaneous accounting functions as assigned.

Acts as back-up to the City's Accounts Payable clerk. As such the position would be expected to learn and occasionally perform those duties.

Attends all City Council meetings (typically 2nd and 4th Tuesdays, between 6:00 p.m. and 8:30 p.m. and rarely but possibly as late as 11:00 p.m.) and occasionally other official meetings to make notes of proceedings. Prepares the official meeting minutes for City Council approval, public display, and permanent retention.

Knowledge, Skills and Other Characteristics:

- Excellent verbal and written communication skills.
- Skill in transcribing detailed-complex discussions concerning City operations, City and State statutes, and other administrative and legislative items discussed during public meetings.
- Working knowledge of Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- General computer knowledge and experience, and ability to learn new software programs.
- Must have a positive attitude, be receptive to supervision, be able to work well with others, maintain confidentiality, and have a willingness to learn.
- Knowledge of and ability to properly apply generally accepted accounting principles and procedures is preferred but not required at time of hire.
- Previous experience taking official meeting minutes is preferred but not required at time of hire.
- Ability to accurately operate a 10-key calculator.
- Ability to accurately type at least 50 wpm.

Qualifications:

Required:

- High school graduation, GED (or equivalent).
- Additional education and/or experience equivalent to two (2) years full-time accounting.
- A valid Utah Vehicle Operator's License.
- Must be bondable and able to pass a pre-employment drug test and background check.