

PART-TIME ACCOUNTING ASSOCIATE

April 3, 2018

Opening Date

Until Filled

Closing Date

JOB SUMMARY:

These positions are performing finance-related duties 12-14 hours a week for the City of Cedar Hills. This position will support afternoon coverage for the finance department, and will be supervised and mentored by the Finance Director who is a certified public accountant.

DUTIES:

This position must be available to effectively communicate to resident inquiries by phone and/or e-mail. This position will assist finance staff with performing utility account maintenance/collections, filing supporting documentation, cash receipting, and reconciling bank accounts, and general ledger accounts. These positions will also perform other accounting duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Positive and enthusiastic attitude
- Ability to manage time for multiple tasks
- Strong customer service approach
- Ability to work effectively on team projects and individual assignments
- Aptitude for learning computer systems and its various programs
- Proficient in Microsoft Office including Excel preferred

QUALIFICATIONS:

This position requires the completion of at least two semesters of college from an accredited college in any major. Entry level.

SALARY:

Starting hourly range begins at \$15/hr.

SCHEDULE:

The tentative schedule would be either 12 hours, Tuesday through Thursday 1 pm-5 pm, or Monday-Friday starting at 2 pm to close, depending on applicant's schedule preferences. There is flexibility allowed for reasonable, personal time off throughout the year. Job would begin as soon as possible, but could wait until April 30th depending on the applicant's preferences.

Send completed City of Cedar Hills employment application, resume, and cover letter to:
Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062.

The City will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs, please call Gretchen Gordon at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER