



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

January 28, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for promotion to the following position:

Accounting Technician – Payroll/AP Specialist

The Accounting Technician – Payroll/AP Specialist works under the direction of the Finance Director and follows established procedures and performs a variety of calculating, verifying, posting and summarizing tasks in maintaining assigned segments of accounting records. Also performs the role of primary backup to the accounts payable and payroll functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Maintains cash receipts
 - 1.1 Inputs and verifies daily cash receipts.
 - 1.2 Prepares daily bank deposit.
 - 1.3 Prepares daily reports for all payments received including on-line payments.
 - 1.4 Assists in resolving problems associated with receipting systems and components.
2. Provides backup and assists other positions
 - 2.1 Assists and is the primary back-up to the accounts payable function by processing disbursements, purchase orders, and maintaining accurate files and reports.
 - 2.2 Assists and is the primary back-up to the payroll function by entering, reconciling, and reporting payroll data.
 - 2.3 Assists with utility billing customer service as necessary.
 - 2.4 Assists with maintenance of fixed asset records.
 - 2.5 Assists with the ordering of office supplies.
 - 2.6 Assists with maintaining office equipment.
3. Provides support for special accounting and other projects
4. Provides customer service to residents and other City visitors
 - 4.1 Answers and directs office incoming telephone calls.
 - 4.2 Directs walk in visitors.
 - 4.3 Assists City visitors needing basic information.
 - 4.4 Receives and distributes mail for all City Departments.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from a high school or GED equivalent and two years of related experience, or any equivalent combination of related education and experience combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of general bookkeeping principles and methods; knowledge of general ledger accounting, accounts payable, and purchasing systems.
2. Skill in word processing, spreadsheets, office machine usage and the operation of desk computers; skill in accounting reconciliation, error detection and correction.
3. Basic background and understanding of payroll, employee benefits, withholding and payroll tax concepts.
4. Ability to communicate effectively, verbally and in writing.

General clerical skills to be measured through valid testing methods or through verifiable work experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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GRADE: 15

HOURLY SALARY RANGE: \$15.40 – \$23.29

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.com

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

This employer uses E-Verify