



JOB ANNOUNCEMENT

Midvale City Human Resources
7505 S Holden Street
Midvale, UT 84047
801-567-7200
Midvale.Utah.gov

FINANCE CLERK

Opening Date: May 20, 2024

Salary Range: \$22.84 - \$33.05 per hour DOQ

Hiring Range: \$22.84 – \$27.94 per hour DOQ

Closing Date: Open until filled

Status: Full-time, Non-Exempt

The statements and information in this document are neither intended to nor do they create contractual or other rights on behalf of any person hired by the City.

GENERAL PURPOSE

Provides financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations related to the Accounts Payable, Utility Billing and Cash Receipting functions of the City. Performs a variety of complex clerical and accounting functions as required to monitor and maintain financial computerized records.

SUPERVISOR

City Treasurer

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

- Meet performance standards established with the employee's manager;
- Job attendance is required, except for authorized leave;
- Maintain accounts payable system and issue warrants for payment of goods and services received;
- Maintain vendor files and issue annual 1099 forms;
- Oversee and control City charge cards (Sam's Club, Costco, etc.);
- Oversee and control credit cards issued to employees;
- Prepare and mail utility bills for business and residents on a regular basis;
- Prepare delinquency and shut-off notices;
- Oversee and adhere to the City's shut-off process for delinquent utility accounts;
- Set up and transfer accounts between property owners;
- Create billing, payment, and cash receipt adjustments when necessary;
- Post payments to utility billing system daily;
- Generate, monitor, and complete service orders for utility accounts;
- Provide information to public regarding utility billing rates and procedures;
- Assist customers in resolution of problems and complaints;
- Receive payments from customers for all city revenue generated through a variety of programs and services;
- Maintain and update Cash Receipting system and reconcile funds received with daily receipts;
- Prepare daily deposit and ensure cash funds are deposited in bank;
- Ensure cash funds are locked in safe at close of business;
- Maintain coverage of cash register and switchboard;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from High School with three (3) to four (4) years of experience in bookkeeping, accounting, or an equivalent combination of education and experience.

2. Special Qualifications, Licenses, Certifications:

- Must possess and maintain a valid Utah Driver's License with periodic verification by the City.
- Must be able to pass a pre-employment drug test, background check, and driving record check.

3. Knowledge, Skills, and Abilities:

- Ability to communicate effectively, verbally and in writing;
- Ability to develop effective working relationships with city officials, department heads, local professionals, fellow workers, and the general public;
- Ability to establish comprehensive methods and procedures for receiving and disbursing city monies and maintaining accurate records of the resulting financial transactions;
- Working knowledge of basic computer software applications, including Windows, spreadsheet programs, and word processing programs;
- Ability to learn and maintain financial software package used by the City;
- Proficient keyboard and 10-key operation.

4. Working Conditions: Employee(s) in this position perform in generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job-related duties requested by his or her supervisor. It is the policy of Midvale City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodation for any applicants during the selection process. If you have special needs, please call 801-567-7223.

APPLICATIONS AND RESUME must be submitted online at Midvale.Utah.gov. This position is open until filled with the first review on **June 3, 2024**.

MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER