

POSITION OPENING – REMOTE PART TIME

NON-PROFIT AND LAW FIRM STAFF – NORTHERN UTAH

EMPLOYER: Utah Land Use Institute/Anderson Call & Wilkinson PC Law Firm

CLOSING DATE: Open until filled. Employer will begin reviewing applications on May 29, 2024. Position may close at any time after this date. However, applications will continue to be accepted until position is filled.

HOURLY WAGE: \$25.00-\$30.00/hour depending on qualifications.

STATUS: Part Time. Remote Work at Your Home or Office.

SUMMARY: Under the general supervision and direction of the Executive Director, produces and provides information for a general review of impact fees charged by governmental entities statewide. May also be involved in preparing and submitting GRAMA requests, grant applications, and managing grant projects including statewide mailing, invoicing, and shipping. Manage online library of documents and streaming video.

MINIMUM REQUIREMENTS: Requires a bachelor's degree in accounting, planning, public administration, or related work experience in local government setting. Knowledge of general and governmental accounting principles and practices; general office procedures; local ordinances and government records access and management.

BACKGROUND: Previous or current employment with local government entity, planning commission or city council service, construction or engineering office experience a plus.

TASKS: Responsibility for important City records dealing with confidential matters. Ability to professionally obtain information from local government entities. Communicate effectively verbally and in writing. Use of website, internet and social media to manage email broadcasts, streaming video uploads, and document library online. Using mailchimp, youtube, and godaddy website management.

SETTING: Remote work at your home office. Requires regular use of office equipment including your own personal computer (spreadsheet and word processing), 10-key, printer, copier, and telephone system.

LOCATION: Prefer Weber County resident for convenience of both employer and employee.

NOTE: Applications may only be submitted online to ccall@andersoncall.com. No telephone inquiries - email only.