



Millcreek

Job Posting

ACCOUNTANT II

Hiring Range: \$25.00/Hour - \$30.00/Hour

Highly Competitive Benefit Package

Posted: October 24, 2018

Posting Closes: November 9, 2018

JOB SUMMARY

Millcreek, Utah's newest city is hiring an Accountant II to work under the direction of the HR-Finance Director. The Accountant II performs working level to highly complex professional accounting duties, including specialized or general analysis. This position also completes miscellaneous reconciliations, payroll, accounts payable, accounts receivable and assists with both monthly and fiscal year-end reporting.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Perform general to highly complex professional work assignments, including specialized or general analysis.
3. Prepare and complete payroll for all employees.
4. Process accounts payable and accounts receivable.
5. Assist in the preparation of all financial documents, including the CAFR (Comprehensive Annual Financial Audit Report), monthly financial reports, quarterly financial reports, and the budget.
6. Track and reconcile Capital Improvement Project Fund and related projects and expenditures.
7. Track and reconcile grants.
8. Track and reconcile bonds.
9. Assist in the recordkeeping and financial tracking of Community Reinvestment Areas.
10. Research laws, regulations, City policy, and standards issued by accounting boards and professional organizations including FASB, GASB, and AICPA. Suggest policy changes as appropriate.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. Bachelor's Degree from a regionally accredited college or university with major course work in accounting, finance, or other closely related field;
AND
 - b. Three (3) years relevant experience.

2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
 - b. Must be bondable.
 - c. Governmental accounting experience preferred.

3. Knowledge, Skills, & Abilities:
 - a. Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines, i.e.; ten key, copy machine, etc.
 - b. Ability to operate a personal computer and Microsoft products.
 - c. Ability to navigate financial software system and generate financial reports.
 - d. Knowledge of economic and accounting principles and practices. Understanding of business and management principles involved in strategic planning.
 - e. Working knowledge of spreadsheet, word processing and data base programs.
 - f. Working knowledge of laws and regulations relative to governmental accounting.
 - g. Basic understanding of human resource procedures and regulations.
 - h. Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively verbally and in writing.
 - i. Ability to establish and maintain effective working relationships with fellow employees, elected officials, and other public agencies.
 - j. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

WORKING CONDITIONS

1. **Environment:** Work is performed primarily in a standard office environment. Light physical effort and usually comfortable working positions.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday.

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources

Attn: Laurie Johnson

3330 South 1300 East

Millcreek, UT 84106

OR

ljohnson@millcreek.us

Final candidate must be able to pass background check and pre-employment drug screen.

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*