



MILLCREEK

Millcreek Job Posting HR-Finance Technician

Hiring Range: \$20.00 - \$23.00 per hour
Competitive Benefit Package

Posted: January 28, 2020

Open Until Filled (Interviews will begin February 10, 2020)

JOB SUMMARY

Under the general direction of the HR-Finance Director, the HR-Finance Technician assists in processing accounts payable and accounts receivable, tracks various grant expenditures, as well as capital improvement projects and assists in other clerical duties as needed.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Make payments to City vendors, while verifying all expenditures are properly documented and in accordance with approved City budget.
3. Prepare and issue 1099 statements to vendors per IRS guidelines.
4. Act as backup in processing payroll.
5. Collect account receivables and make deposits according to City policy.
6. Assist with preparation of various financial reports, including the yearly budget.
7. Perform reconciliation of assigned general ledger accounts.
8. Act as grant coordinator in reconciling all grant funds and associated projects.
9. Monitor and track capital improvement projects.
10. Create accounts receivable invoices and track collections as needed.
11. Post customer payments and make bank deposits in accordance with City policy.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. High School diploma or G.E.D. (Associates degree preferred)
 - b. Two (2) years of experience in accounting, payroll processing or other finance related duties.
2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
 - b. Knowledge of Incode financial management software 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. Working knowledge of administrative procedures; interpersonal communication skills, bookkeeping and basic accounting.
 - c. Ability to operate a personal computer and Microsoft products.
 - d. Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively verbally and in writing.
 - e. Ability to establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public.
 - f. Ability to establish and maintain comprehensive records and files.
 - g. 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 with travel to different field sites. 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; and to verbally communicate to exchange information.
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: Stephanie Bond
3330 South 1300 East
Millcreek, UT 84106

OR

sbond@millcreek.us

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

Millcreek participates in the federal Employment Eligibility Verification Program ([E-Verify](#)). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.* To request accommodation under the Americans with Disability Act, please contact Kurt Hansen, khansen@millcreek.us or (801) 214-2700.