

## **SUMMIT COUNTY SERVICE AREA NO. 3**

### **REQUEST FOR PROPOSALS Bookkeeper**

**Deadline for all Proposals is April 6, 2018**

#### **Introduction**

The Service Area #3 is in need of an independent contractor or employee to serve as its Bookkeeper. This is a part-time position.

#### **Background and Objective**

Summit County Service Area #3 was created by Summit County to operate and manage the water, roads, trails, rights-of-way, and parks within the Silver Creek Estates subdivision, a relatively small rural community located in the Park City area. The Service Area is governmental entity and is subject to the laws and regulations that govern local districts.

#### **Job Description**

Under the direction of the Board of Trustees and direct supervision of the General Manager, the bookkeeper is responsible for reconciling accounts payable and receivable accounts, ensuring prompt payment of invoices after approval of by the SCSA#3 and developing and maintaining a financial filing system for SCSA#3. This position may be combined with another position.

#### **TYPICAL RESPONSIBILITIES INCLUDE:**

1. Prepare and post water bills on a monthly basis;
2. Enter water related payments into the accounting system regularly, compliant with State regulations;
3. Enter payables into the accounting system on a weekly basis and create checks;
4. Post payables for board approval;
5. Present checks to Board for signature on the determined schedule;
6. Assemble financial data for audits;
7. Initiate and monitor payments through the outside payment system;
8. Maintain orderly financial filing system;
9. Analyze department accounts monthly and prepare reports to present to management.

#### **QUALIFICATIONS AND SKILLS**

##### **Knowledge of:**

- Microsoft Office and Pelorus' accounting software;

- Internal accounting controls;
- Personal computer operation including word processing and spreadsheet applications; and
- Business English, spelling and math.

**Ability to:**

- Problem solve;
- Create and maintain organized files;
- Communicate clearly and effectively orally and in writing;
- Ability to meet all deadlines;
- Travel to alternative work locations and offsite meetings.

**Training and Experience:**

- Associate Degree in Accounting recommended, or commensurate relevant experience of two or more years managing accounts receivable and payables;
- Ability to meet all assigned deadlines;
- Experience with bank reconciliation and tracking credit card transactions.

**Licenses and/or Certifications**

- Must have a valid Utah driver's license.

## **Required Content of Applications**

The statement of qualifications and the performance data requested should include the following items:

1. Name and address of the applicant.
2. The education, training, qualifications, experience, and certifications of the applicant.
3. Current and past occupations of the applicant.
4. Names, phone numbers, addresses, of at least three and preferably five professional references.

## **Proposal Submittal Instructions**

All proposals must be delivered to Summit County Service Area No. 3 by 5:00 p.m. on April 6, 2018.

Submit proposals to:

Summit County Service Area No. 3  
7215 Silver Creek Rd.  
Park City, Utah 84098

Contact Persons: Marla Howard, General Manager, gm@scsa3.org

## **Disclaimer**

*This position may be for an independent contractor, in which case neither the contractor nor the contractor's employees nor personnel will be considered Service Area employees. A successful applicant may be required to perform random drug screening and/or a background check. The contractor will be responsible for all applicable expenses incurred while performing the above services. The contractor will also be responsible for the withholding or payment of all applicable federal, state, and local taxes, including but not limited to income taxes, Social Security taxes, payroll taxes for contractor's employees, as well as any other applicable taxes, contributions, or other obligations imposed by state unemployment or workers compensation acts.*

*Summit County Service Area No. 3 does not discriminate on the basis of race, national origin, religion, color, sex, age, disability, or genetic information.*

*This request for proposals is intended to provide only a summary of the key responsibilities and duties required for the contractor. It is not an exhaustive list of the responsibilities and duties that the successful applicant may perform, and the Board of Trustees reserves the right to modify add or change the duties associated with this request for proposals and independent contractor position.*

*This request for proposal does not, and is not intended to create or infer any employment, compensation, or contractual rights to any person(s).*