

EMPLOYMENT OPPORTUNITY

WHITE CITY WATER IMPROVEMENT DISTRICT

Finance Clerk

White City Water Improvement District is seeking a Finance Clerk. Must have a High School Diploma and a minimum of one year responsible work experience and/or training in practical bookkeeping, accounting or an equivalent combination of education and experience. Must be bondable. Must have excellent organizational skills and work well with staff, Board members and customers.

Works under the direction of the Office Manager, and working with the District's CPA, responsible for the financial monitoring and preparation of accurate financial reports for the District. Reports to the General Manager/General Counsel when requested. The Finance Clerk works with the Office Manager and District CPA in preparing reports needed in the preparation of the annual District budgets and monthly Board of Trustee meetings. Monitors records of District's finances and works with Office Manager in responding to requests from the Board, General Manager/General Counsel, CPA and/or auditors. Working with the Office Manager, responsible for payroll and payment of accounts payable.

Wages and benefits based on level of experience and abilities. Applications will be accepted until the earlier of being filled or close of business on January 25, 2019.

Application and resume of work experience should be provided to:

White City Water Improvement District

Attn: Office Manager

999 E Galena Dr.

Sandy, UT 84094