

EMPLOYMENT OPPORTUNITY

WHITE CITY WATER IMPROVEMENT DISTRICT

Finance Clerk/Customer Relations Clerk

White City Water Improvement District is seeking a Finance Clerk/Customer Relations Clerk. Must have a High School Diploma and a minimum of two years 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 including reports needed in preparation of the annual District budget and for monthly Board of Trustee meetings. Working with the Office Manager, responsible for payroll, payment of accounts payable and general office duties with regard to customer assistance and relations. Will work toward qualifying as District's Records Officer and is responsible to respond to requests for document requests by the Board of Trustees, Management and, to the extent required under statute, the general public. Working under the direction of the Office Manager and with the assistance of the District CPA, responsible for preliminary preparation of annual budget and responding to annual audits.

Pay Scale for this position is between \$19.25 to \$31.25 per hour, plus benefits, depending on level of experience and ability. Applications will be accepted until the close of business on June 30, 2023 or the job being filled.

Application and resume of work experience should be provided to either:

White City Water Improvement District

Attn: Office Manager

999 E Galena Dr.

Sandy, UT 84094

OR

echristensen@wcwid.org or by going to website: <https://wcwid.org/>