

## CENTERVILLE CITY POSITION ANNOUNCEMENT



### Accounting Technician/Receptionist

Closing Date: May 15, 2018 First Review (Open until filled)  
Salary Range: Starting salary will be \$14.77 – \$16.37/hour DOQ  
Status: Part-time (with full-time potential)  
Department: Management Services

Centerville City is seeking an outgoing and motivated professional to fill the Accounting Technician/Receptionist position. The position is part-time with the potential of growing the job into a full-time benefited position in the near future at a higher pay grade (Accountant I).

#### ESSENTIAL FUNCTIONS

Accounting responsibilities will include receipting payments, answering and researching utility-related inquiries, composing and mailing correspondence to customers, signing up new residents for services, preparing and printing accounting reports, preparing work orders and generally assisting the department on special projects as needed.

Receptionist responsibilities will include answering phones, assisting the public at the main counter, answering general questions from the public, general filing, greeting and providing information to new residents, and helping out in general with special projects and events as needed.

#### MINIMUM QUALIFICATIONS

Graduation from High School AND either two years of progressively responsible work experience providing practical bookkeeping or accounting and one year work in customer service, interpersonal communication and public relations OR an equivalent combination of education and experience. A degree or currently working on an accounting degree preferred.

Must be able to learn complex accounting software and understand city fiscal practices and procedures. Must project a positive image for the city and be able to develop and maintain effective working relationship with elected officials, professionals, the public and fellow employees.

**Centerville is a great place to work with a friendly environment and constant interaction between all departments.**

To apply, submit your completed resume or application (available at [www.centervilleut.net/administration/humanresources](http://www.centervilleut.net/administration/humanresources)) and any other supporting documents to the Management Services Director ([Jacobs@centervilleut.com](mailto:Jacobs@centervilleut.com)) or by mail/in-person at 250 North Main St., Centerville UT 84014. For questions: (801) 295-3477.

**Centerville City is an Equal Opportunity Employer.**