

# CENTRAL DAVIS SEWER DISTRICT

## Job Announcement

Accountant / Administrative Assistant

Starting Salary: DOQ

Status: Part Time, 10-20 hours, Non-Benefited

Date Opened: February 20, 2024

Date Closing: March 20, 2024 or until filled

## Job Description

Accountant/Administrative Assistant:

This position is for an experienced accounting clerk knowledgeable in general ledgers, and accounts receivable. Post high school training in accounting is highly desirable. This position also handles other administrative duties as assigned by the District Manager or Assistant Manager.

## Responsibilities

Under the general supervision of the District Manager and the District Clerk/Treasurer, performs accounting and other clerical work for the District. Perform all functions related to accounts receivable including preparation of bills, receipt of payments and entry into computerized system. Assist in the preparation of payroll for the District. Balances daily payments and makes bank deposits. Assist with other clerical functions to include general filing, answering telephones and data entry. Performs other duties as assigned.

## Qualifications

Graduation from a standard senior high school and two years office experience. Knowledge of general accounting practices policies and procedures. Accounting degree preferred. Ability to communicate effectively with others and to maintain an organized office. Typing skills and knowledge of Excel spreadsheets required. Must be bondable.

## Additional Information

Job description and application are available and may be picked up at the District office located at 2200 S Sunset Drive, Kaysville UT, Monday - Friday between the hours of 8:00 a.m. and 4:00 p.m. Individuals may request the application and job description be emailed to them by contacting Jill at 801-451-2190 or by email at [jillj@cdsewer.org](mailto:jillj@cdsewer.org).