



# SANDY CITY POSITION OPENING

## Accountant

**CLOSING DATE:** Open until filled. Department will begin reviewing applications on May 6, 2024. Position may close at any time after this date. However, applications will continue to be accepted until position is filled.

**STARTING SALARY:** \$28.00-\$32.00/hour  
**Hiring range is \$28/hr to \$32/hr depending on qualifications.**

**STATUS:** Regular (benefitted)

**DEPARTMENT:** Administrative Services

**SUMMARY:** Under the general supervision and direction of the Deputy Finance Director or City Treasurer, produces and provides the necessary information to departments in the budget report process as well as other general duties. Performs professional level accounting duties requiring advanced accounting knowledge.

**MINIMUM REQUIREMENTS:** Requires a bachelor's degree in accounting or related field. Requires a valid Utah driver's license. A one-year probationary period is a pre-requisite to this position. Knowledge of general and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws. Responsibility for important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools. Ability to professionally furnish and obtain information from other departments; contact with other department, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions. Communicate effectively verbally and in writing. Tool, Machine, Equipment Operation: Requires regular use of office equipment including a personal computer (spreadsheet and word processing), 10-key, printer, copier, and telephone system.

**NOTE:** Applications may only be submitted online at <https://jobs.citysuitehr.com/sandycity>. If you don't have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway, Suite 310 (10000 S. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran's status or other classes protected by applicable federal, state and local employment law. The City encourages applicants with all and varying language abilities, the city will accept applications and resumes in other languages but, to be properly processed, applications and resumes must be accompanied by an application and resume in English to assist City employees who are English speaking only. In addition, it is the City's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. If you have special needs or questions, please call 801-568-7151. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.