



## **Accounting Assistant**

South Valley Water Reclamation Facility is accepting applications for an Accounting Assistant. Essential responsibilities include:

- Payroll preparation and administration
- Payroll reporting, including State and Federal quarterly and annual reports
- Print year end forms required by law, including W-2's, W-3's, 1098's, and 1099's
- Understand IRS guidelines, retirement reporting, rules and regulations
- Understand retirement rules, guidelines, and procedures
- Reconcile Health and Dental Insurance
- Accounts Payables – Process Purchase Orders, invoices, and print checks
- Accounts Receivables
- General Ledger journal entry preparation and account balancing
- Bank fund electronic transfers
- Daily deposit preparation
- Securely maintain all finance related files and records
- Financial reports preparation and interpretation
- Support Finance Director in department responsibilities
- Attend meetings and training seminars as assigned
- Cross train HR and Finance Director on payroll and accounts payable
- Other duties as assigned

The individual must have an Associate Degree in business or accounting, or High School graduate with equivalent combination of training and experience. Must be bondable and have three (3) or more years related accounting experience in payroll, accounts payables, accounts receivables, general ledger.

This is a fulltime position working a 10-hour shift Monday through Thursday.

We have an excellent benefit package which includes medical, dental, vision, state retirement, retirement health savings plan, tuition reimbursement, short/long term disability, vacation, sick leave, and paid holidays. Salary is \$26.85 - \$29.34/hourly; starting wage DOQ. Physical/Drug testing is required. Equal Opportunity Employer.

Employment applications are available on our website at [www.svwater.com](http://www.svwater.com), under the customer service tab, then click on human resources. Please send resume/employment application to [svjobs@svwater.com](mailto:svjobs@svwater.com), or apply in person at 7495 South 1300 West, West Jordan, Utah 84084.

**Position closes at 5:00 p.m., Thursday July 11, 2024**