

Job Posting

Heber Valley Special Service District

District Clerk/Administrative Assistant

Heber Valley Special Service District, HVSSD, has an open position for a part-time District Clerk/Administrative Assistant at their wastewater treatment facilities in Midway, Utah. HVSSD is responsible for treating wastewater from Heber and Midway Cities and portions of Wasatch County and treats an average daily flow of about 2.4 MGD. The District operates an enterprise fund and has an annual operating budget of about \$3.0M and is governed by a seven-member Administrative Control Board made up of elected officials from member communities. The District is growing rapidly and planning a series of improvements to increase capacity and upgrade its facilities. Additional information about the District can be found on our website www.hebervalleyssd.gov.

The District Clerk will play a vital role in helping the District meet its growing bookkeeping and administrative needs. The focus of this position will be maintaining the District's finances and handling related bookkeeping tasks, where accuracy and attention to detail are paramount. Frequent interaction and collaboration with the District's GM and outside accountant are expected in this role. The responsibilities of this position also include assisting with a variety of administrative, human resources and clerical duties.

- Part-time to Full-Time position depending on qualifications and experience
- Salary Range: \$65,000-\$85,000 annual salary, commensurate with experience

This is currently a part-time position with an estimated workload of approximately 15-25 hours/week which varies from week to week. The District follows a five-day work week M-F, 8:00 AM – 5:00 PM but allows flexible schedules. Remote work is possible for this position and may be negotiated after successfully completing the requisite probationary period. The position will initially be offered part-time but may move to full-time if needed. This position will report directly to the District's General Manager.

Applicants must meet the following minimum requirements:

- US citizenship or work authorization/ability to work in the US
- High school diploma or equivalent
- Associates or Bachelor's Degree in Business Administration/Accounting or similar preferred
- Valid Utah driver's license
- Experience and proficiency with QuickBooks accounting software
- Computer literacy- proficient with Microsoft applications, such as Word, Excel, Teams.
- Ability to communicate effectively both orally and in writing
- Proficient in reading, writing and speaking English
- Commitment to Customer Service

Typical Duties and Responsibilities:

- Willing and able to follow all District policies and procedures
- Collecting payments and making bank deposits

- Collect and process mail
- Manage accounts receivable and payable and prepare related invoices and payments
- Communicate and coordinate with vendors and customers concerning account status
- General bookkeeping duties
- Answer phone calls and emails in a professional manner
- Attend and administer board meetings and prepare records of meeting minutes
- Prepare and post public notices for District activities, as required
- Maintain District filing system by scanning and filing documents for storage and retention
- Maintain accurate records of impact fees received and related receipts
- Receive and record payments for deposit and process deposits at the bank
- Coordinate and schedule travel, meetings and appointments for District staff
- Assist with human resources assignments as directed by the General Manager
- Maintain and update District website
- Maintain and manage office environment- supplies, maintenance, repairs, etc.
- Optional- Serve as the District Public Information Officer and Certified Records Officer.
- Perform other duties as assigned by the General Manager or Supervisor

Note that this job description is not intended to include all aspects or duties required for this position.

Work Conditions:

- Work in an office environment at a desk/computer
- Work in an office environment- most work will be performed while sitting at a desk. This position requires sitting for extended periods while working on a computer. Occasional walking, driving, standing and lifting of up to 25 lbs may be required.
- Visual acuity and stamina – ability to read and use a computer monitor for extended periods.
- Applicants should be familiar with typical office equipment such as computers, monitors, copiers, printers, scanners and phones.
- Ability to safely operate a motor vehicle
- Able to occasionally work in evenings (typically for Board or other special meetings)

Compensation and Benefits:

- Position: Part-Time
- Pay Type: Hourly
- Pay Period: Bi-Weekly
- Salary Range: \$65,000 – \$85,000 annually, commensurate with experience
- FSLA Status: Non-Exempt
- Benefits Eligible: No

Full-time employees are offered annual vacation and sick time, paid holidays, full health care benefits (medical, dental, eye) paid by employer, participation in URS, and life insurance.

AAP/EEO: The District is an equal opportunity employer and prohibits unlawful discrimination against applicants and employees on the basis of race, religion, gender, age, disability, military status or any other class or expression protected by applicable state or federal law.

Applications: Applicants should complete and submit an application which can be found on the District's website www.hebervalleyssd.gov. Applicants must also submit a signed copy of this solicitation to complete their application. Submission of a resume is not required but is strongly encouraged. All application information should be submitted via email to j.goodley@hebervalleyssd.gov. This position will remain open until it is filled.

Applicant's signature below constitutes applicant's understanding of the above job description. By signing applicant indicates that he/she understands that the job description is subject to change with or without notice based on the business needs of the District. Applicant understands that his/her employment with the District is "at-will", meaning that both employer and employee may terminate employment at any time, with or without notice, for any reason.

Applicant Name: _____

Applicant Signature: _____

Date: _____