



SANDY CITY POSITION OPENING

Payroll Accounting Technician

CLOSING DATE: Open until filled. Department will begin reviewing applications February 12, 2021. Position may close any time after this date. However, applications will continue to be accepted until position is filled.

STARTING SALARY: \$20.00 - \$22.50/hour

STATUS: Regular (benefitted)

DEPARTMENT: Administrative Services

SUMMARY: Under the general supervision and direction of the Controller, performs payroll and accounts payable accounting functions as well as other general accounting duties.

MINIMUM REQUIREMENTS: Two years of college experience in accounting or related field. Two years of accounting or business training, plus one year of related payroll experience; may substitute any equivalent combination of experience and education. 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; moderate 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 departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions. Requires regular use of a personal computer (spreadsheet and word processing), payroll and accounts payable information systems, 10-key, printer, copier, typewriter and telephone system

NOTE: Applications may only be submitted online at <http://cap.sandy.utah.gov:8780/citizenaccess/>. It is recommended to use Internet Explorer/Edge to apply. If you don't have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway (10000 So. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs or questions, please call 801-568-7151. 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. 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.