STATE OF UTAH

invites applications for the position of:

Legislative Services Specialist – Finance, Job #23145

PHYSICAL ADDRESS: Utah Legislature
Office of Legislative Services
House Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Monday, March 2, 2020
CLOSING DATE: Sunday, March 15, 2020

JOB DESCRIPTION:

The Office of Legislative Services, a non-partisan office serving the Utah Legislature, is seeking a high-performing, self-directed and experienced Legislative Services Specialist (Finance). This person will perform a wide variety of finance-related tasks for various staff and programs, as well as assisting management and solidifying foundational practices for these functions. This position reports to the Legislative Services Supervisor and works closely with human resources and legislative printing.

EXAMPLE OF DUTIES:

• Invoicing and collections
• Payables & Receivables
• Cash register & deposits
• Manage fixed asset functions
• Counter customer service (in and out of legislative session)
• Create and maintain workflows for all transactional duties
• Backup for other functions within department
• Knowledge and maintenance of copying equipment

IDEAL CANDIDATE:

• High performing, self-starter who is experienced in the accounting field and wants to help a new office develop this role and expand it in the future
• Superior organizational skills
• Flexible and adaptable to a fast-changing environment
• Exceptional attention to detail
• Excellent verbal and written communication skills
• High degree of professionalism
• Ability to solve problems
• Sensitivity to confidential information
MINIMUM QUALIFICATIONS:
- Experience with accounts payable and receivable, managing budgets, and travel processes and reimbursements
- Proficient with computers and software applications, including Microsoft Outlook, Word, PowerPoint, and Excel
- Working level accounting experience in a professional office setting
- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- Must be non-partisan

PREFERRED QUALIFICATIONS:
- 3+ years of similar work experience or experience with the State FINET

SALARY:
- $21.00 - $30.00 per hour, plus comprehensive medical, dental, leave and retirement benefits

APPLICATION INSTRUCTIONS:
Submit a cover letter and resume by email, postal mail, or in person, no later than 11:59 pm on Sunday, March 15, 2020. Incomplete applications will not be considered.

Rebecca Smyrniotopoulos (hr@le.utah.gov)
W000 House Building
State Capitol Complex
Salt Lake City, UT 84114

ADDITIONAL JOB OPPORTUNITIES:
Applicants who apply for this position may be considered for similar future vacancies in any of the offices of the Utah Legislature for the next six months.

SUPPLEMENTAL INFORMATION:
Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Debbie Cragun at 801-326-1600.

Veteran’s Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran’s preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran’s preference requested. Additionally, a copy of the applicant’s DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant’s letter from the VA stating the disability percentage granted must also be attached.