



Office of Legislative
Services

STATE OF UTAH

invites applications for the position of:

BUDGET & ACCOUNTING OFFICER, Job #21317

This position is only open to current State of Utah employees

PHYSICAL ADDRESS: Utah State Legislature
Legislative Services
W000 House Building, State Capitol Complex
Salt Lake City, UT 84114

OPENING DATE: Tuesday, September 10, 2019

CLOSING DATE: Monday, September 16, 11:59 pm

JOB DESCRIPTION:

Legislative Services is a nonpartisan office serving the Utah Legislature. Legislative Services is a new office that performs internal support functions for the legislative branch, as these services are consolidated and centralized from other offices. We are seeking a high-performing, self-directed, and experienced Budget & Accounting Officer to fill a new role in Legislative Services. The Budget & Accounting Officer will perform a wide variety of budget, accounting, travel, and payroll tasks for various staff and programs, as well as assisting management with establishing solid foundational practices for these functions, such as efficient work processes, business practices, and policies. This position reports to the Human Resources Administrator and works closely with human resources and legislative printing.

EXAMPLE OF DUTIES:

- Manages budget, accounting, and fixed asset activities for funds assigned to Legislative Services;
- Develops, interprets, and reconciles fiscal statements and reports;
- Analyzes, summarizes, and reviews data; reports information, spreadsheets, reports, and other financial information on a routine basis;
- Performs accounts payable and accounts receivable functions, including the collection and deposit of cash and checks and reconciles bank statements;
- Establishes documented, efficient processes for all assigned tasks, including the assurance of integrity, accuracy, and appropriate controls;
- Researches and reviews financial records and reports to provide information, recommendations, and resolve problems;
- Performs the full spectrum of travel-related activities such as:
 - Travel pre-authorization
 - Registration and reservations
 - Travel reimbursements
- Processes payroll actions for all legislative office staff and reconciles payroll payments

Utah State Capitol Complex
House Building, Suite W-000
PO Box 145215
Salt Lake City, Utah
84114-5210
Phone (801) 326-1596
Fax (801) 538-1728
www.le.utah.gov

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 organization 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

Preference may be given for:

- Experience using the State of Utah's financial system (FINET);
- Experience with the State of Utah's travel policies, procedures, and processes;
- Experience with the State of Utah's payroll system (SAP)

SALARY: \$21.00 - \$29.00 per hour, plus comprehensive medical, dental, leave, and retirement benefits

APPLICATION INSTRUCTIONS:

This position is only open to current State of Utah employees

Send a cover letter, resume, and 3 references to:

Chris Peterson

HR Generalist

hr@le.utah.gov

ADDITIONAL INFORMATION:

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.