



is now accepting applications for

ACCOUNTANT / FINANCIAL ANALYST

Trans-Jordan Landfill, 10473 South Bacchus Hwy - Phone: 801-256-2815

Hourly Pay: \$23.15 - \$28.94 per hour, depending on experience

APPLICATION SUBMISSIONS

Your written application will be the basis for determining whether you meet the minimum qualifications and if you will be considered for an interview.

Applications and/or resumes* can be emailed to bbingham@transjordan.org or dropped off at Trans-Jordan Landfill (10473 S Bacchus Hwy, South Jordan, UT)

*Applicants who submit resumes only will be asked to complete a Trans-Jordan application if asked to interview for the position.

GENERAL PURPOSE

Under the general supervision and direction of the Executive Director and Deputy Director, performs professional administration duties related to planning, organizing, and coordinating the implementation and monitoring of Trans-Jordan's accounting and financial reporting systems, and information systems. Analyzes financial status by collecting, monitoring, and studying data; recommending actions.

ESSENTIAL FUNCTIONS OF THE JOB

The essential functions of the job are listed below, however the list is not intended to be all inclusive.

Financial Responsibilities

- Plans, organizes, and assists with cash flow management for capital improvement programs, general revenue, investments, bonds and loans.
- Balances accounts against other accounting records; prepare related journal entries; prepares monthly financial reports and other special reports and financial statements; makes adjusting entries as required.
- Prepares for and works with auditors on yearly financial audit, answers questions; locates materials; explains procedures and policies as required.
- May perform or assist with payroll duties including: balancing of payroll liabilities, payroll related disbursements, taxes, retirement, deferred compensation, payroll deductions (insurance, garnishments, etc.), W-2's, internal payroll reports (leave reports, benefits registers, sick leave bank).
- Responsible for reconciliation of all company expenses and revenues.
- Responsible for reconciliation of financial information between scalehouse software and accounting software; customer deposits; and bank deposits.
- Coordinates general budget process and leads management team in developing operating budget based on projections. Performs all functions related to fixed assets; identify, tag, inventory, depreciate, and

- prepare necessary reports.
- Prepares all financial governmental reporting (i.e. 941's, diesel tax credit reporting, IRS, Workforce Services, etc.) are filed in a timely manner. Prepares other government and regulatory reports as necessary.
- Serves as internal auditor and establishes controls and audit procedures to ensure proper financial management.
- Manages and performs oversight of Trans-Jordan's liability and property insurance coverage; security, bonds, etc.
- Works with the Scalehouse Supervisor on cash flow, reporting, and other tasks related to finances.

Financial Analysis

- Forecasts short and long term cash requirements for future growth and capital needs.
- Determines cost of operations by establishing standard costs and collecting operational data.
- Updates financial status by comparing and analyzing actual results with plans and forecasts.
- Guides cost analysis process; provides trends and forecasts; recommends actions.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
- Reconciles transactions by comparing and correcting data.
- Assists in other financial areas and with financial report generation where needed.
- Develops and maintains inventory of all computer hardware, software, peripherals in use.
- Recommends and forecasts long range plans for: computer hardware / software upgrades and replacements; telephone systems; and security systems.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Accounting (or related degree) and 2 to 3 years of direct experience to duties listed above.
- Experience with Caselle financial software (preferred) or similar accounting software.
- Experience with Public Accounting and familiar with GASB methods of accounting for local and state agencies.
- Experience with Financial Analysis and Forecasting.

Special Requirements

- Must pass a background and credit check
- Must be bondable
- Must have a valid Utah Driver License
- Must pass a Trans-Jordan physical exam

Necessary Knowledge, Skills, and Abilities

- General and governmental accounting principles and practices; payroll practices; general office procedures; auditing; tax and payroll laws.
- Principles and practices of solid waste management as it pertains to financial needs and reporting.
- Resolving problems or situations requiring the exercise of good judgment.
- Maintaining confidentiality and confidences.
- Developing budget strategy.
- Apply modern accounting principles and procedures to and keep financial records and prepare financial reports.

- Communicate effectively orally and in writing and follow written and verbal instructions.
- Establish and maintain effective working relationships with co-workers, staff, public officials, other agencies, and the general public.
- Organize and set priorities to meet deadlines; work independently; and organize, prioritize, and delegate work of self.
- Communicate complex financial issues in simple, understandable terms.
- Work safely and follow safety practices and techniques.
- Produce reports, graphs, and other written material.
- Handle stressful situations.

WORKING CONDITIONS

This position may include frequent lifting of up to 30 pounds, occasional lifting of 50 pounds.

No contract exists between Trans-Jordan Cities and its employees with respect to permanent employment, salaries, salary ranges, or employee benefits. All temporary and part-time employees do not receive traditional benefits (i.e. health & dental insurance, vacation, sick leave, etc.). Salary, salary ranges and benefits may change as a result of market surveys, job analysis, availability of funds, or changes in policy. All new hires are placed on a six (6) month probation, which may be extended for good cause.

In the interest of workplace and public safety, all offers of employment to include promotion or a change in job status are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substance in the body. In addition, all employment offers are also contingent upon passing a pre-hire physical.

Trans-Jordan Cities is an Equal Opportunity Employer and provides reasonable accommodation to known disabilities of applicants and employees in compliance with the Americans with Disabilities Act.

DD214 must be submitted with application when claiming Veterans Preference.

May 2017