

Lindon City
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Lindon, UT 84042-1808



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LINDON CITY JOB OPENING

Treasurer / HR Specialist

Applications due by Wednesday, March 10, 2021 at 5:00pm

Lindon City is seeking qualified applicants to fill a full-time opening for the position of Treasurer / HR Specialist. The City has a total budget for all funds of approximately \$24M and employs 87 permanent FT/PT employees and approximately 185 seasonal employees. The Treasurer / HR Specialist position is part of the Finance Department which operates out of the Lindon City Center. It's anticipated that the selected individual will start in this position on April 12, 2021 to replace a retiring employee.



APPLICATION REQUIREMENTS:

Applications must include a current resume, a cover letter or writing sample, and a completed Lindon City General Employment Application (available on-line at <http://www.lindoncity.org/employment.htm>). All application materials listed above must be received by the City no later than Wednesday, March 10, 2021 at 5:00pm. Finalists for the position may be required to perform multiple interviews and/or skills testing prior to selection.

JOB DESCRIPTION:

TITLE:	Treasurer / HR Specialist
PAY RANGE:	Range 20; \$53,955 to \$80,870 annually (salary DOQ) + Full Benefits (medical, dental, 401k, pension (URS), 100 hrs vacation leave accrual/yr, paid sick & holiday leave, etc.).
DEPARTMENT:	Finance Department
STATUS:	Regular Full-Time; appointed
FLSA CODE:	Exempt

NATURE OF THE WORK

Under the supervision of the Finance Director, serves as custodian of the city treasury, processes payroll, performs human resources duties and processes accounts receivables.

ESSENTIAL DUTIES

- Determine the cash requirements of the City and provide for the investment of all monies by following the procedures and requirements of the State Money Management Act and the City's investment policy;
- Oversee the receipt of all public funds and monies payable to the City;
- Process, print and distribute paychecks;
- Maintain payroll reports and employee attendance records;
- Monitor benefits and payroll deductions;
- Reconcile payroll GL accounts;
- Complete and file quarterly payroll reports;
- Perform human resource management duties including processing new hires, verifying drug screen and driver's license and background checks, submitting Workers' Compensation Claims, processing employee insurance and benefit enrollment documentation; process & submit reports to Utah Retirement Systems;
- Maintain personnel files; ensure local, State and Federal employment laws are being followed and implemented;
- Generate accounts receivable invoices;
- Maintain accounts receivable accounts and perform collection duties as needed;
- Track sales tax revenue and maintain State reports;
- File State tax reports;
- Assist with front desk duties such as answering phones, processing payments, and helping people at the front counter;
- Serve as backup for accounts payable;
- Serve as backup for processing daily deposits;
- Perform other related duties.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

- General & governmental accounting principles and practices;
- Payroll management practices;
- Personnel management; tax and payroll laws; Workers' Compensation claims processing in the State of Utah; insurance and benefit processing and administration;
- City ordinances; implementing personnel policies & procedures;
- Office management principles, methods, and techniques;
- Report writing and record keeping;
- Computer software including spreadsheets;
- Caselle accounting software;
- Public relations;
- Business English.

Ability to:

- Interact effectively with officials, administrators, coworkers, and the general public;
- Appropriately handle confidential personnel matters and documents;
- Complete tasks in a timely manner and meet specific deadlines.

Responsibility for:

- Care, condition, and use of materials, equipment, money and tools;
- Maintaining private and confidential personnel information.

Skill in:

- Using computer equipment, office equipment, telephone systems;
- Creating and maintaining detail oriented records;
- Use of Caselle accounting software.

EDUCATION AND EXPERIENCE

An associate degree in accounting or related fields is preferred plus 2 years of related experience, or an equivalent combination of education and experience. Prior use of Caselle accounting software strongly preferred.

LICENSES AND CERTIFICATES

Requires a valid State of Utah driver license;
Certified Municipal Treasurer or Certified Public Finance Administrator (CPFA) is preferred;
Must be bondable.

WORKING ENVIRONMENT

Normal office surroundings;
Light physical effort is required.

**Selected applicant must pass a drug screening test, detailed criminal/background investigation, and driver license check prior to official offer of employment.*

Lindon City is an Equal Opportunity Employer.

Posted February 23, 2021