

Wasatch Front Regional Council

Job Description and Announcement

Accounting Specialist

The [Wasatch Front Regional Council \(WFRC\)](#) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the area of Salt Lake, Davis, Weber, Morgan, Tooele and southern Box Elder Counties in Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for livable communities, a strong economy, a healthy environment and a well-functioning, multi-modal transportation system.

WFRC is seeking a full-time Accounting Specialist to assist in preparing WFRC's financial records, including accounts payable, accounts receivable, general ledger, payroll and accounting records maintenance activities.

The successful candidate will work in a highly collaborative environment to address the challenges and opportunities of being one of the fastest growing states in the country. The goal of this work is to promote good mobility and access to opportunities, clean air, a strong economy, and overall high quality of life for all the residents of the region.

WFRC expects to be recruiting this position remotely for the entirety of the selection process due to the COVID-19 pandemic. However, WFRC anticipates a return to its physical work location in downtown Salt Lake City sometime in 2021 or 2022. WFRC's office is in a walkable and bikeable area accessible by foot, bikeshare, scooter, bus, light rail, commuter rail, and auto. Salt Lake City is famous for offering urban amenities in close proximity to world-class outdoor activities.

Description

The Accounting Specialist is an integral part of the WFRC Finance and Operations Team. This position has primary responsibility for keeping accurate day-to-day accounting records related to general ledger entries, accounting reports, specifically for accounts payable and accounts receivable, payroll, consultant contracts, and assists in the required reporting of financial information as outlined by the Office of the Utah State Auditor.

Functions and duties

- Desire to work in a professional, team environment.
- Advise CFO on accounting and financial issues.
- Report to the CFO and work closely with staff.
- Assist in preparation of the organization's budget to help meet all financial goals.
- Process and organize invoices to ensure bills are paid and received in a timely manner.
- Prepare semi-monthly payroll including expense reimbursements to ensure employees receive accurate compensation.
- Review ledgers, statements and balance sheets for accuracy.
- Prepare Accounts Payable and Accounts Receivable.
- Maintain accounts by recording, identifying and verifying financial transactions.

- Prepare daily bookkeeping and account reconciliation.
- Follow internal accounting procedures and policies to ensure financial security.
- Attend conferences, workshops and other educational meetings to stay up-to-date on new regulations and technologies.
- Collaborate with staff to ensure all financial actions are accurate.

Desired skills, abilities, and knowledge

- Proficiency in computer skills including accounting databases, Excel, Microsoft Word, GMS accounting software, and other software.
- Bookkeeping experience.
- Experience with accounting techniques, and math and problem-solving skills.
- Detail oriented and meet deadlines with narrow time constraints.
- Ability to thoroughly analyze and research information.
- Work independently and as part of a team.
- Willingness to accept and offer supervision and direction while exercising discretion in daily responsibilities.
- Communicate effectively in oral and written expression.
- Occasional travel may be a requirement of this position. Some evening work may be necessary. Possession of a valid driver's license is required.
- Maintain professionalism, integrity, and a public-service attitude.

Qualification requirements

1. Graduation from college with a bachelor's degree in accounting, finance, business administration or related;
2. 3-5 years of relevant experience related to above duties;
3. An equivalent combination of education and work experience.

Compensation and benefits

Competitive compensation, commensurate with experience and responsibility. Full benefits package including pension through Utah Retirement System; 401k / 457 with employer match up to 7.65%; medical, dental, vision, life insurance; vacation; sick leave; paid holidays, paid personal days; and education assistance program.

To apply

Those interested in this position should submit a letter of interest briefly outlining their experience and qualifications (one-two pages) and resume by email to Amber Gonzales at amber@wfrc.org, by **noon on Thursday, November 18, 2021**. For further information, contact Amber Gonzales at (801) 363-4250 x1122. For general information, please visit our website at www.wfrc.org.

The Wasatch Front Regional Council is an Equal Opportunity Employer.