



# Central Weber Sewer Improvement District

## **SENIOR ACCOUNTANT**

Central Weber Sewer Improvement District (CWSID) is seeking qualified applicants for the position of Senior Accountant to assist with accounting and treasury operations, reconciliations, and preparation of reports. Under the direction of the Finance Director, this position will perform a variety of professional accounting responsibilities and play an essential role in our month-end reconciliation process, annual audit, and ensuring compliance with internal controls and regulations. The ideal candidate will have initiative, effective communication skills, and possess expertise in the essential job functions.

### **ESSENTIAL JOB FUNCTIONS**

- Perform professional accounting activities; maintain and analyze various accounts, general ledgers, and financial records and perform reconciliations and schedules as required.
- Provide assistance to the Finance Director for various projects and assignments.
- Assist in quarterly and annual reconciliations and preparation of the annual financial audit.
- Receive and enter vendor information, match invoices to purchasing documents, prepare weekly Accounts Payable check run, interpret and understand purchasing laws and policies.
- Reconcile Accounts Receivable invoices, credit memos, reconcile aging report and other reports.
- Serve as a financial resource and support to the District's approximately 37 employees, as well as develop effective working relationships with appointed Trustees, colleagues of other governmental entities, and the public; provide information regarding a variety of accounts, revenues, and expenditures.
- Monitor and balance various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Prepare and post journal entries to record revenues, transfers, payments, and correct expenditures; reconcile bank accounts and credit card statements.
- Attendance and punctuality are essential functions of this position. Employees are required to work as a team and frequently meet with coworkers and supervisors. Additionally, employees are expected to communicate in person with the public during office hours and help maintain office coverage, answer phones, etc.
- Participate in safety and risk management efforts; take action to reduce liability to the District.
- Perform other related responsibilities as required/assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Four to Six (4-6) years of progressive responsibility in professional accounting experience, preferably in a government or fund-based accounting setting.
- A Bachelor's Degree in Accounting or a related field.
- An equivalent combination of the above-stated work experience and education is acceptable.

### **SPECIAL REQUIREMENTS**

- The successful applicant must pass a background check.
- Must possess and maintain a valid driver's license.
- Must be bondable.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of generally accepted accounting principles and procedures (GAAP).
- Knowledge of modern office methods, practices, procedures, and computer equipment, including a variety of software programs including Caselle.
- Knowledge of governmental accounting principles and practices.
- Knowledge of laws regulating public finance and fiscal operations.
- Skill in preparing a variety of less complex financial statements, reports, and analyses.
- Skill in examining and verifying a wide variety of financial documents and reports.
- Skill in communicating clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to comply with all policies, regulations, and deadlines.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Typical physical/mental demands/working conditions of an office environment. Light physical effort. Infrequent lifting of light weights up to 15 pounds. May include sitting for extended periods while operating assigned computer equipment. Must be able to work with frequent interruptions, manage multiple deadlines, and maintain concentration for extended periods. Able to work safely with potential exposure on plant property to the following conditions: high voltage equipment, dust, heat, cold, disagreeable odors, noise, unknown levels of pathogenic bacteria, and other environmental aspects which may be considered unfavorable or disagreeable.

## **COMPENSATION**

\$42.75 - \$62.80 Hourly Wage (\$88,920 - \$130,624 Annual Compensation)

- CWSID is an at-will, local government employer that provides a competitive salary for this position, depending on experience and qualifications.

## **ADDITIONAL INFORMATION**

Job Type: Full-time – Non-Exempt, Merit, Eligible for Benefits

- Flexible weekly schedule under 40 hours may be considered upon candidate request.

Benefits: Employees over 30 hours per week are eligible for benefits

- Health and dental insurance (PEHP).
- Vision and life insurance options.
- Paid vacation and sick leave, plus 14 paid holidays per year.
- Retirement Plan (URS) and additional employer contribution to 401(k).

Schedule: Four-day work week (10-hrs per day) with once-monthly evening Board Meeting.

- CWSID is willing to consider an alternate, flexible weekday schedule Monday through Friday between 7:00 AM and 5:00 PM.
- Location: District office in Marriott-Slaterville, no remote work available.

This position will remain open until filled, with first review of applications on June 1, 2026. Interested applicants should submit a resume and cover letter to [info@centralweberut.gov](mailto:info@centralweberut.gov) and contact (801) 731-3011 with any questions.