



Vacancy Announcement

Administrative Assistant

Job Summary:

This position is for an administrative assistant in a small professional office environment. Successful candidate will be responsible for all office operations including:

- All bookkeeping responsibilities including accounts payable/receivable, check process, bank deposits, investment account reconciliation, general ledger maintenance, and annual audit preparations for three separate agencies.
- Processing and maintenance of web-based membership data system for two separate entities.
- Responsible for front office including answering phones with multiple lines and other varied office skills including meeting preparations, mailings, general office maintenance, scheduling meeting facilities, and general office correspondence.
- Ability to perform accounting related functions in an organized, accurate, and timely manner to meet current obligations. Provide clear accounting records for management review on a regular basis.
- Ability to write and communicate in a professional manner with staff, leaders, and outside agencies.
- Requires excellent problem-solving skills such as scheduling or rearranging work to meet deadlines. Must be self-motivated and perform duties efficiently without constant supervision. Must establish own work priorities.

Preferred Experience:

- Minimum of three years bookkeeping/accounting experience.
- Effective written and verbal skills with a 65 WPM typing skill.
- History of excellent customer service.
- Competency in computer based accounting system such as QuickBooks.
- Competency in all Microsoft Office systems including Word, Excel, PowerPoint, Publisher.
- Ability to utilize technology including web-based applications, Internet, networked PC's, and electronic correspondence.
- Familiarity with payroll functions including semi-monthly payroll preparation, tax deposits, and quarterly tax preparation.

Minimum Experience:

- Post-secondary experience preferred but must be a high school graduate.
- Five years experience in an office environment with at least three years in bookkeeping/accounting assignments.
- Ability to begin work on January 2, 2018.

Working Conditions:

Standard office conditions prevail. Some job stress may be experienced as a result of tight deadlines during peak periods of workload and frequent interruptions. Limited local travel is involved. Attendance at meetings held after regular business hours or off-site is required at least twice a month.

The Jordan UniServ offers a competitive salary and benefits package to qualified candidates.

Application Deadlines:

If interested, please submit a cover letter including salary requirements, resume, and three letters of recommendation no later than November 10, 2017 to:

Jessica Dunn, Director
Jordan UniServ
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Murray, UT 84107
jessica.dunn@myuea.org