Customer Service/Accountant position is available at Stansbury Park Improvement District located in Stansbury Park, UT.

Job Summary
In this role, you will maintain daily financial operations, enter data, reconcile accounts, and prepare basic financial reports.
This position offers the opportunity to contribute to a broad range of accounting and financial activities while continuing to develop professional expertise.

Key Responsibilities

- Data Entry: Record daily financial transactions accurately in general ledgers and accounting software.
- Reconciliations: Monthly bank, credit card, and balance sheet reconciliations.
- AP/AR: Process incoming and outgoing invoices, track expenses, and support collections or vendor payments.
- Payroll: Process timesheets and back up to payroll
- Reporting Support: Compile profit and loss (P&L) statements, balance sheets, and budget.
- Audit & Compliance: Organize financial documentation and assist the team during internal or external audits.
- Customer Service: Answer phones, emails and in person regarding billing, invoices and customer account status.

Qualifications & Requirements

- Education: Associate degree or Bachelor's degree in Accounting, Finance, or a related field.
- Experience: 2+ years of accounting, bookkeeping, or administrative finance experience (internships count).
- Soft Skills: High level of accuracy, strong numerical and analytical abilities, and clear written/verbal communication.

Compensation & Benefits

- Salary Range: **$25.00-$27.00** hourly (commensurate with experience)
- Benefits: Health 100% paid, dental 80% paid, and vision insurance employee paid, 401(k), paid time off, sick, URS pension & 13 paid holidays.
- Shift 8:00-4:30 Monday-Friday

Please submit your resume and application online at **stansburywater.gov job closes November 18, 2026.**