Bhutanese Community in Utah

Position: Accountant

Job #BCU-20-003

**Job Description**

**JOB SUMMARY**

**Safe in Utah Grant** is approved by the Utah Governor’s Office of Economic Development (GOED) to provide services for safe employees and safe clients impacted by COVID-19 from July 2020 to December 2020.

Ideal candidate is outgoing, service-minded, detail-oriented, maintain high quality and confidentiality and professional in written and verbal communication

Maintains and reconciles ledgers and accounts according to generally accepted accounting principles. Prepares and analyzes financial information, prepares reports and financial statements based upon derived statistics and analysis performed. In addition, performs complex tax and payroll accounting compliance analysis. Meets critical payroll processing and external source deadlines.

**MAXIMUM QUALIFICATIONS**

Bachelor’s/Associate’s degree in accounting or more studied in USA/Utah in an accounting services field, or other closely related field; OR an equivalent combination of related education and experience

Preference will be given to that applicant with highest number of years’ experience directly related to these duties.

Due to the nature of this position, the successful applicant must pass a required employment background check in accordance with current BCU employment policy requirements.

**ESSENTIAL FUNCTIONS**

1. Meet critical payroll reporting and other deadlines with respect to all programs of BCU

2. Prepares payroll and journal entries, and other accounting documents.

3. Reconciles balance sheets, cash, general ledger, payroll accounts and supporting journal entries for all payroll accounting on a monthly basis.

4. Interact with program staff and organization’s personnel with respect to assigned responsibilities.

5. Develops accounting systems and documents to support the input and handling of financial data and reports.

8. Responsible person on other assigned program and reports to program coordinator.

9. Makes payments to all required and other bills after verified by program coordinator.

**Location**

BCU Office

**Department**

Financial

**Salary**

$14.00 hourly and 10 hours a week for 26 weeks

**Date Opened**

Aug 11, 2020

**Date Closed**

Until filled

**Important Information**

This is a Time Limited position. Time-Limited employees serve for six months throughout the grant period.

**Position Type**

Time-Limited (Appointed) and terminates automatically as the program ends.

This is “At Will” position.

Bhutanese Community in Utah is an Equal Employment Opportunity Employer (EEO).