

MAYOR
ROGER BOURKE

TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
SHERIDAN DAVIS
ELISE MORGAN



TOWN OF ALTA
P.O. BOX 8016
ALTA, UTAH 84092
TEL (801) 363-5105
(801) 742-3522
FAX (801)742-1006
TTY 711

JOB OPENING ALTA TOWN CLERK

General Purpose:

Under general supervision of the mayor, performs municipal clerk duties defined by the Utah Code. Duties include town council administration, election officer, contract and agreement maintenance, records and document management, various financial duties including assisting in budget preparation, annual audit management and daily accounting system maintenance. Assists in the daily operations of the town and will perform other duties and responsibilities as necessary and assigned. The position of town clerk is full-time.

Essential Functions:

- Prepare and notice all town council meeting agendas and public hearing notices to the town and state websites, prepare and distribute town council packets, attend all town council meetings and prepare town council meeting minutes.
- Prepare legal publications for public hearings held by the town council.
- Serve as the town's election officer. Responsible for candidate filings; candidate orientation; financial disclosure; public noticing and canvassing of election results.
- Manage, process, counter-sign, and maintain properly indexed copies of contracts and agreements.
- Manage ordinance approval process, including publication and timely codification of town ordinances.
- Certified government records officer; manages the proper classification, filing, retrieval, storage, destruction and archiving of all town records as required by law.
- Receive and coordinate fulfillment of records requests in compliance with the Utah Government Records Access and Management Act (GRAMA).
- At the direction of the mayor, function as the budget officer on behalf of the town with respect to preparation of the annual budget. Assume responsibility to meet all ongoing financial reporting requirements of the State Auditor.
- Administer aspects of the town's financial system using Caselle accounting software.
- Manage and perform general accounting functions for all departments.
- Prepare monthly financial statements for the mayor and town council.

- Submit all town quarterly financial information and annual payroll reports as required by state law to state transparency website.
- Aid independent auditors in their performance of annual audit.
- Prepare annual town insurance bid for council review.
- Administer town health, dental and life insurance policies.
- Primary purchasing agent for all departments.
- Assist with human resource management.
- Responsible for all submittals to the Utah Retirement System (URS) and maintenance of URS records.
- Supervisor to the Alta Contract Post Office.

Minimum Qualifications:

Bachelor's degree in accounting, public administration, business administration, finance, or related field or at least four years of work experience in a related position. Professional experience with financial accounting. Proficiency in Microsoft Office Suite and a demonstrated ability to produce formal documents and reports in Microsoft Office Suite programs. Excellent verbal and written communication skills. Ability to work independently and in concert with staff colleagues, community members, and elected officials. Applicant must be bondable.

Preferred Qualifications:

Master's degree in public administration, business administration, finance, or related field or eight years of work experience in a related position. Familiarity with Caselle accounting software.

Salary Range: \$27 - \$30.00 Hourly, with a competitive benefit package.

The position of Town of Alta Clerk will be made by appointment of the mayor, with advice and consent of the Alta Town Council.

Inquiries and applications should be sent to the Town Administrator at jguldner@townofalta.com or mailed to Town Administrator, P.O. Box 8016, Alta, UT 84092