Vacancy Announcement – Office Assistant

The Granite UniServ office supports the Granite Education Association (GEA), a professional organization serving and protecting the rights of educators employed by the Granite School District in Salt Lake City, Utah. We are a small professional office responsible for the organizing, advocacy, workplace negotiations and management for elected GEA leadership and its membership.

Job Summary:

Successful candidate will be responsible for the following:

- All bookkeeping responsibilities including accounts payable/receivable, check process, bank deposits, investment account reconciliation, general ledger maintenance, and annual audit preparations.
- Processing and maintenance of web-based membership data system.
- 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 basic 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.
- Must work a reliable work schedule.
- Must be able to pay attention to details in creating dedicated and accurate work product.

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• Must be able to work at a computer for extended periods of time.
• 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 February 18, 2020.

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 Granite 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 February 7, 2020 to:

Star Orullian, Executive Director
Granite UniServ
5180 South 875 East Suite 1
Murray, UT 84107
Starleen.orullian@myuea.org
801-266-4411

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