



Job Posting: Bookkeeper / Note Taker

Position: Part-Time Bookkeeper/Note Taker
Department: Administration
Supervisor: Bluff Mayor
Date: Position remains open until filled.
To Apply: Submit a current resume and cover letter to:
ann@townofbluff.org

Overview

The Town of Bluff is seeking a detail-oriented and organized individual to fulfill the role of Town Bookkeeper and Note Taker. This part-time position is crucial for maintaining accurate records of town meetings and managing financial transactions. The ideal candidate will have strong communication skills, exceptional attention to detail, and the ability to manage multiple tasks efficiently.

Key Responsibilities

Bookkeeping:

- Conduct and record all financial transactions, including accounts payable and receivable, payroll processing, and invoice tracking.
- Reconcile bank statements and maintain accurate financial records using Pelorus software
- Prepare financial reports on a regular basis for review by town officials and auditors.
- Assist in budget preparation and monitor budgetary compliance throughout the fiscal year.
- Assist with annual audits.
- Maintain detailed and accurate records for federal, state, and local grant reporting requirements.

Note Taking:

- Attend all town meetings, including but not limited to all town council meetings, planning and zoning commission meetings, and public hearings.
- Take comprehensive and accurate minutes of proceedings, including all motions, discussions, decisions, and action items.
- Ensure all minutes are well-organized, clearly written, and promptly distributed to relevant parties.
- Upload postings on the Utah Public Notice Website and Town of Bluff website

Additional administrative duties including, but not limited to document management, record keeping, and archiving.



Job Posting: Bookkeeper / Note Taker

Desired Qualifications and Skills

- Previous experience in note taking, bookkeeping, or administrative support preferred.
- Proficiency in basic accounting principles and financial management software.
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and collaboratively
- Familiarity with municipal government procedures and regulations is a plus.
- Ability to meet strict deadlines.
- Fluency in Microsoft Office Suite, as well as strong computer skills are preferred.
- Requires the ability to work independently and collaboratively with elected officials, staff, and external stakeholders.

Physical Demands

- Must have the ability to perform office-related tasks which may include prolonged sitting or standing
- Ability to lift and transport up to 20 pounds

Hours

Part-time, averaging between 20 and 25 hours per week. Semi-flexible, with availability required during town meetings.

Benefits

- Competitive hourly wage commensurate with experience.
- Flexible schedule with the potential for growth and development within the organization.

The Town of Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.