



# Job Posting: Bookkeeper

## Role Information

Position: **Part-Time Bookkeeper**  
Department: Administration  
Supervisor: Town Manager  
Work Location: Bluff Community Center/Town Offices located at  
190 N 3<sup>rd</sup> E Street, Bluff, UT 84512  
Hourly Wage: \$20.00 – \$24.00 Commensurate with experience

## Application Information

To Apply: Submit a current resume and cover letter to  
[manager@townofbluff.org](mailto:manager@townofbluff.org)

Questions: Contact Erin Nelson at 435-269-0021

The position will remain open until filled.

## Overview

The Town of Bluff seeks a detail-oriented and organized Part-Time Bookkeeper to join our team. This position plays a crucial role in maintaining the town's financial health by overseeing accounts payable and receivable, payroll processing, and financial record-keeping. As a key member of our small municipal staff, the Bookkeeper ensures compliance with financial regulations and provides accurate and timely reports to support town operations. The Bookkeeper works closely with the Town Manager, Accountant, various vendors, and the public.

This is a part-time position with flexible hours and an opportunity to contribute to the effective management of a vibrant community.

## Key Responsibilities:

- Conduct and record all financial transactions, including accounts payable and receivable, payroll processing, and invoice tracking in Pelorus accounting system.
- Assist with bank statement reconciliation and maintain accurate financial records.
- Maintain detailed and accurate records for federal, state, and local grant reporting requirements.
- Prepare and print 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.
- File and maintain electronic and paper documentation to comply with state record retention requirements.

### **Desired Qualifications and Skills**

- Fluency in Microsoft Office Suite and strong computer skills required
- Proficiency in basic accrual accounting principles
- Excellent written and verbal communication skills
- Strong organizational and time-management abilities; ability to meet strict deadlines
- Previous experience in bookkeeping or administrative support preferred
- Familiarity with municipal government procedures and regulations is a plus
- 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 occasionally lift and transport up to 20 pounds

### **Hours**

Part-time: Averaging 10-20 hours per week; heavily dependent on the fiscal calendar year & reporting frequencies

### **Compensation Package**

\$20.00 - \$24.00/hour - Commensurate with experience

This is a part-time position. Paid Time Off benefits to be discussed upon extension of job offer. The Town of Bluff will provide a computer and access to all software required for the role.

Hybrid working arrangements are possible based on the candidate's qualifications. There will be work required in the office at 190 N 3rd E Street, Bluff, UT 84512.

**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.**

**This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**