



Recruitment Notice for:
PART-TIME US&R GRANT ASSISTANT
Salt Lake Urban Search and Rescue, UT-TF1



Work Location: Unified Fire Authority (UFA) Logistics Warehouse, 2561 South, 600 W, South Salt Lake

Position Status: Part-time Employment in Support Position

Hourly Salary Range: \$10.50 to \$15.00

Applications received prior to January 11, 2012 will be given first consideration.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Grants Manager:

Enter Accounts Payable accurately in QuickBooks.

Match invoices with payment, grant, and other support documents. Prepare invoices for payment to include checking vendor balances; verifying accuracy of invoices, obtaining approvals or other required documentation as needed.

Compare expense documentation to expense reports for correctness. Review travel documentation and receipts.

Reconcile monthly credit card accounts.

Track purchase orders and material requests.

Assist with procurement and pricing as well as other administrative help for Task Force Leaders, as needed.

Process payroll for part-time Task Force personnel and pay liabilities related to payroll, as needed.

Prepare invoices for payment to include checking vendor balances; verifying accuracy of invoices, obtaining approvals or other required documentation as needed. Reconcile vendor statements to invoices paid.

Resolve vendor issues, including past due payments or duplicate payments. Maintain up to date vendor files. .

Obtain, organize, create, and/or file documents to ensure comprehensive documentation for all expenses.

Manage/create spreadsheets to track expense items and grant budgets.

Assist in making travel arrangements for task force members and management. Maintain travel record folders.

Review travel documentation and receipts. Review reimbursement requests for accuracy.

Prepare per diem or other travel need requests as needed.

Assist in documenting task force processes as needed.

Assist with audits and other financial or grant management processes as needed and time permits.

Other duties as assigned.

Preferred Characteristics: Accounts Payable experience; proficiency with QuickBooks; skilled in the use of common office software programs (Microsoft Word, Excel, and PowerPoint); organized; self-starter; able to prioritize; quick learner; efficient keyboarding and 10 key skills; effective verbal and written communication skills; ability to work well with others, meet deadlines, and process high volumes of work; effective at multi-tasking.

Information about the Position: This position is being hired to work with UT-TF1 (www.utahtaskforce1.org) sponsored by UFA under the direction of the Grants Manager. The anticipated work week is 20 hours per week, Mon- Fri, between 8:00-4:00. Morning work hours are preferable, but there can be flexibility with the actual schedule. The pay range for this position \$10.50 - \$15.00/hour, depending on experience and qualifications.

This position is part-time and paid on an hourly basis. It is not considered a merit position and the employee will not be entitled to general Unified Fire Authority employment benefits (insurance, retirement contribution, tuition assistance or paid leave). Part-time employees without benefits are eligible for a few specific benefits however, including workers compensation, training opportunities and incentive awards.

To Apply:

Complete an official Unified Fire Authority employment application, sign it, and return it to Unified Fire Authority, Attention: Arriann Woolf, 3380 So. 900 W., SLC, UT 84119, (fax (801) 743-7211). Applications received prior to 5:00 p.m. on January 6, 2012 will be given first consideration. You may attach a resume to your completed application, but a resume will not be accepted in lieu of an official application.

Applications may be obtained:

- From the reception desk of the Unified Fire Authority's Emergency Operations Center, 3380 South 900 West, Salt Lake City, UT 84119
- From our website (www.unifiedfire.org) by clicking on the Employment Info tab
- By requesting one by phone -- (801) 743-7200 TDD (801) 743-7229
- By requesting one through email – (ufajobs@gmail.com)

- *NOTE - Your application will be kept on file to be considered for other part-time (less than 30 hours/week) office support positions that do not provide benefits.*

If you have any questions, please contact Arriann at ufajobs@gmail.com.