

NOTICE OF DISTRICT CLERK VACANCY
SOUTH WEBER WATER IMPROVEMENT DISTRICT

PUBLIC NOTICE IS HEREBY GIVEN that there is a Clerk Position Vacancy for the South Weber Water Improvement District Board.

Primary Responsibilities

- Maintain all District financial records.
- Process payroll, W-2s, accounts payable and receivable.
- Perform bank reconciliations and assist with audits.
- Prepare monthly and annual financial reports.
- Coordinate annual budgeting support.

Board Administration

- Prepare Board agendas and meeting packets.
- Attend monthly Board meetings and record minutes.
- Maintain official District records.
- Ensure compliance with Utah Open and Public Meetings Act and records requirements.

District Administration

- Manage property ownership records.
- Coordinate annual tax billing information with Davis County.
- Administer Board elections.
- Maintain District policies and procedures.
- Coordinate required training for Board members and staff.
- Maintain the District website.

Customer Service

- Respond to customer inquiries.
- Process new service applications and connection fees.
- Assist customers with billing questions.

Grant Administration

- Maintain financial records related to state-funded secondary water meter projects.
- Track grant, loan, escrow, and reimbursement requirements.
- Assist with implementation of future metered billing.

Preferred Qualifications

- Experience with QuickBooks.
- Bookkeeping or governmental accounting experience.
- Strong organizational and communication skills.
- Experience preparing meeting minutes.
- Knowledge of Microsoft Office.
- Ability to maintain confidential records.
- Experience working with public agencies is preferred but not required.

The position has been set at approximately 20-hours per week, with flexibility in scheduling. Attendance at one monthly evening Board meeting is required, along with occasional special meetings.

Compensation will be \$25 to \$30 per hour, depending on qualifications and experience. This is a part-time position and offers no other employee benefits.

Applications shall be submitted to Board member Cindi Mansell and received by 5:00 p.m. August 10, 2026, at: cindimansell50@gmail.com. You may contact her at 801-540-2486 with any questions about the position. Interviews will be scheduled after that time with the Board.