

City of Rock Springs  
212 D Street  
Rock Springs, WY 82901  
307-352-1500  
307-352-1516 (fax)



### Position Request Form

(Must be completed prior to posting position.)

Position Requested by: Matthew L. McBurnett

Date: 1/23/2019

Department Director Approval: *Matthew L. McBurnett*

Date: 1/23/19

Department: Finance - Water/Sewer Administration Division

Position Requested: Accounting Technician I or II

Replace  Add

If replacement, state previous employee name and date of termination:

Julia Nieto - 1/16/2019 to Police Department

Position Status:

Full-time  Part-time  Temporary  Seasonal \_\_\_\_\_ months # hours/week 40

Days  Evenings  Nights  Weekends  Various

Specific time of shift: (i.e. 7:00am – 3:30pm) 8-5 pm

Position Qualifications  High School Grad/GED  Associates Degree  
 Driver's License  Bachelor's Degree  
 Commercial Driver's License  Master's Degree  
 Certifications \_\_\_\_\_

Brief Description of Duties:

To perform a variety of technical accounting duties involved in the preparation, review, and maintenance of financial and statistical records including utility accounts receivable and collections, petty cash, and cashing.

Position Begin Date: 3/4/2019

Budget Approval: *Matthew L. McBurnett*  
Director of Administrative Services

Non-Budget Approval: \_\_\_\_\_  
Director of Administrative Services

Approved: *Matthew L. McBurnett*  
Mayor

Not Approved: \_\_\_\_\_  
Mayor

### Advertising Request

- Post In-House Only
- Rocket Miner
- Green River Star
- Regional/National Paper \_\_\_\_\_
- State Association \_\_\_\_\_
- National Association \_\_\_\_\_