

Jordan River Commission Employment Opportunity

April 2026



- Position :** Administrative, Finance & Grant Specialist
Full-time (40 hours per week)
- Employer :** The Jordan River Commission
An interlocal government cooperation entity
More information at JordanRiverCommission.gov
- Key Dates :** Priority candidate review begins April 21, 2026
Position will remain open until filled
Ideal start date is on or before May 15, 2026, or June 1, 2026, at the latest
- Physical Address :** Offices are located within the Utah Department of Environmental Quality
195 North 1950 West, Third Floor – Division of Water Quality
Salt Lake City, Utah 84116
- Compensation :** \$45,000 to \$55,000 annual compensation, depending on qualifications and experience
- Current Benefits :** Individual Employer Benefits of over \$20,000 in annual value include:
Employer paid medical, dental, vision, term life and long-term disability insurance through Public Employees Health Program (PEHP)
Employer paid retirement benefit through Utah Retirement Systems (URS)
Paid vacation/health/personal leave (combined 120 hours accrued annually)
Paid federal, state, personal preference day/religious observance holidays
- Contact :** Soren Simonsen, Executive Director
Soren@JordanRiverCommission.gov
801-706-1055 (m) 801-536-4158 (o)

Job Description :

Support a public organization with the long range planning and coordination to implement the *Blueprint Jordan River* regional vision and strategic plan through projects, programs and partnerships. This position and role ensures the accuracy, timeliness, transparency, and efficient performance of important administrative and finance functions for the Commission.

The employee will work under the supervision of the Executive Director and collaborate with other Commission staff to provide administrative support. Key roles and responsibilities include:

1. Public Meetings & Transparency

- Assist with the preparation and publishing of public meeting agendas for the Commission's public bodies — governing board, watershed council, advisory committees and work groups — in compliance with state public meeting regulations and guidelines.
- Attend public meetings to observe, take notes, record, draft, and prepare accurate, summarized meeting minutes and records (examples [here](#)).
- Manage the retention, posting, and archiving of public records.
- Maintain the public transparency portal ([website postings](#)) in accordance with Utah public transparency laws.

2. Finances

- Perform expense and payable functions, including purchasing, receiving, coding, and paying vendor bills.
- Perform revenue and receivable functions, including generating, sending and tracking partner and sponsor invoices and other income accounting.
- Record financial transactions into accounting software — QuickBooks Online.
- Reconcile bank statements, credit accounts, and vendor statements monthly.
- Maintain organized digital and physical financial record systems for government transparency requirements.
- Assist with preparation of quarterly and annual transparency reports to the Utah State Auditor.
- Assist with preparation of budgets and quarterly financial reports to the Commission's board and advisory committees, and assist with preparation of the Commission's Annual Report.

3. Grants

- Assist with and support the preparation of grant proposals to government (federal, state and local), foundation and other donor funding sources.
- Organize and maintain electronic files for grant documents, contracts, and reports.
- Monitor grant expenditures and ensure compliance with funding guidelines.
- Prepare, compile, and submit reimbursement requests, and financial and other reports to funders.
- Track grant reporting deadlines and deliverables.

Collaborate with and support other team members with projects, events, and volunteer, education and outreach activities.

Participate in regular, coordinated reconnaissance efforts with Commission staff, typically quarterly, across the Jordan River Parkway to support team-building experiences, observe conditions, and assess maintenance needs and improvement opportunities.

Support other related tasks and assignments as directed from time to time by the Executive Director.

Additional Work Requirements & Conditions

This position will require a valid Utah Driver's License and safe driving record to operate Commission utility vehicles and trailers.

This position will require some work during evenings and weekends, which may vary seasonally.

This position will require moderate physical strength and dexterity for lifting, loading and unloading, and carrying materials, tools and equipment, up to 75 pounds.

This position will require some outdoor activity in varying seasonal weather conditions, related outdoor recreation, education and conservation programs.

Specific assistance and training for use of vehicles, tools, equipment, gear and procedures will be provided as needed or requested.

Qualifications :

Desired Qualifications

A candidate for this position should possess:

- A degree in a field of study related to the job responsibilities, such as business or accounting, public or nonprofit administration, etc., and at least 1 year of professional experience; or
- A high school diploma and at least 3 years of administrative experience in bookkeeping, grant administration, or public sector support.
- An ability to manage multiple projects and tasks concurrently, accomplishing long term goals by achieving short term strategies and objectives
- An ability to communicate and report effectively using written, graphical and oral skills
- An ability to work responsibly, both independently and in a team environment
- An ability to work ethically with regard to public transparency
- An ability to work with a high level of accuracy on detail-oriented tasks
- Technical competence with computers, operating systems, and software including word processing, desktop publishing (print and web), simple spreadsheet/database management, and communications.

Additional Information :

The Jordan River Commission is an equal opportunity employer. Hiring is done without regard to race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age or disability. Those with diverse ethnic and racial backgrounds are encouraged to apply. Reasonable accommodations will be provided to individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Executive Director using the contact information provided above.

This is an “at will” employment opportunity.

The Jordan River Commission is a small staff, and employees are encouraged to be versatile and adapt as needs arise, and often will support other employees where needed. A copy of the Jordan River Commission organization chart is attached for information and reference.

Application Procedure :

Prepare a single PDF formatted application file to include:

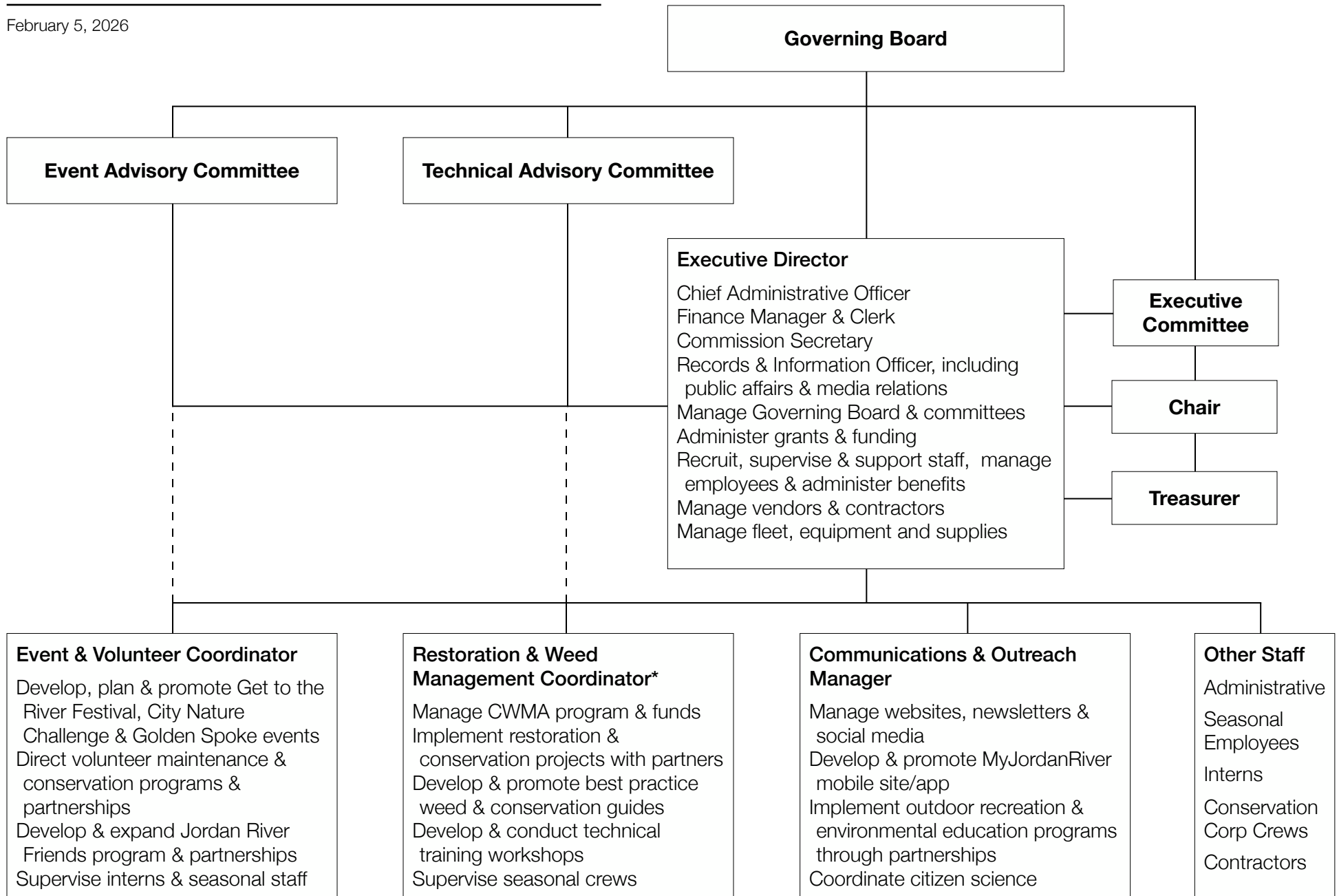
- Cover letter addressing key qualifications and date of availability for employment
- Current resume with contact information that includes email and phone number
- One page summary of two to three projects or programs related to the job description for which you provided substantial management or oversight (one to two pages of supplemental materials including photos, program materials or graphics, are also acceptable)

Email your application as an attachment to the Executive Director (Soren@JordanRiverCommission.gov) with the subject line “Administrative, Finance & Grant Specialist” by April 21 for priority consideration, or after that until the position is filled.

Applications will be reviewed and screened as received, and interviews with the most qualified candidates, if needed, may be scheduled immediately following the initial date. Please advise in the body of the email if you have any limitations regarding scheduling of an interview (i.e. day of the week or time of day), and if you are out of the local area and prefer an interview by phone or video conference.

Jordan River Commission Organization

February 5, 2026



**Note: this position is employed by the Division of Forestry, Fire & State Lands, but housed & managed with Commission staff.*