

Grand Rapids Public Utilities Scope of Services with Linda D. George

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| Term: | Employment is expected to begin on or around July 1, 2025, with completion of services expected by December 31, 2025. |
| Employment Status: | <p>Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC).</p> <p>The FLSA classification is non-exempt.</p> |
| Services Provided: | <p>Under the supervision of the Business Services Manager:</p> <ul style="list-style-type: none">• Assist accounts payable, fixed assets, and project accounting functions and related accounting processes.• Assist payroll, benefits administration, billing major customers functions and associated accounting processes.• Assist general ledger and budget accounting functions and processes.• Assist with accounting related data clean-up and data entry tasks. |
| Record of Time: | <p>Time worked will be recorded and submitted to payroll.</p> <p>Time worked will be approved by the GRPU Business Services Manager.</p> |
| Payment: | The rate of pay will be \$41.50 per hour for up to 14 hours per week. |
| Benefits: | <p>This position will not qualify for holiday pay, PTO, PERA or Deferred Compensation.</p> <p>This position will not qualify or receive medical, dental, and life insurance.</p> |
| Payment Method: | Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies manual. |
| Expenses: | The employee shall be reimbursed for approved expenses related to the work being requested. |
| Additional Items: | This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies. |