

South Jordan City

Job Description

Title:	Associate Director of Finance	Effective Date:	10.20.2020
Org:	100120	FLSA:	Exempt/Executive
Pay Grade:	25	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of technical financial accounting and reporting duties and oversee City's purchasing function. Coordinate the City's annual financial audit and review, including the development of working papers and schedules. Represent the CFO in the City Council meeting in his absence or any other meetings as directed.

SUPERVISOR

Chief Financial Officer

POSITION(S) SUPERVISED

Accountant as assigned
Accounts Payable Technician as assigned
Accounting Technician as assigned
Finance Specialist as assigned
Project Accountant as assigned
Purchasing Coordinator as assigned

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's manager.

Manage and review all day to day accounting functions of the City, which includes general ledger, accounts payable, accounts receivable, payroll, and fixed assets.

Prepare the City's annual financial report according to guidelines established by GAAP and the Utah State Auditor's office.

Evaluate staff performance and assist employees in setting and achieving their goals.

Coordinate the annual financial audit with outside CPA firm including development of work papers and schedules.

Supervise the City's purchasing function. Ensure purchasing policy is being followed and enforced by the appropriate staff.

Work as part of a project team to coordinate database development, modify and maintain existing databases as it relates to city finances and accountability.

Work as part of a project team to plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.

Provide supervisor with complex analysis relating to financial planning.

Provide technical support to payroll in areas related to accounting and taxation.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an educational institution accredited by a Regional Accreditation Council of the U.S. Department of Education with a Bachelor's Degree in accounting, finance, or other closely related field.

AND

- B. Six (6) years relevant accounting experience in financial reporting, auditing and analysis, with at least two (2) years in a supervisory capacity.

2. Special Requirements

Must be bondable
CPA (Certified Public Accountant), CGFM (Certified Government Financial Manager), CPFO (Certified Public Finance Officer) is preferred.
Master's Degree preferred; governmental accounting experience preferred

3. Knowledge, Skills and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to coordinate the work of others; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

Knowledge of city database management system software for finance and utility billing.

Ability to create, modify, and maintain the city financial database system..

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Adm
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Location: Finance
Group/BU: General Pay Plan

EEOP Class: Official/Adm
Tech-Net Match: 755/723