



Assistant Controller

Job Description

Department: Auditor
Position: Career Service
Grade: 728
Supervisory: Supervisor
Reports to: Controller

Summary

Under general guidance and direction of the Controller, serves as a strategic partner to the Controller in managing the County's accounting operations, leading complex financial reporting, and driving continuous process improvement.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Prepare, compile, develop, and publish the County's Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR), including year-end closing procedures and reconciliation of funds and accounts.
5. Review fiscal transactions for appropriateness and accuracy and authorize correcting entries as required; ensure compliance with the State of Utah's Uniform Accounting Manual and associated state statutes.
6. Maintain County financial processes; review transactions; ensure accuracy of records for numerous governmental, proprietary, and fiduciary funds; initiate or review journal entries for accuracy; post to the County general ledger.
7. Reconcile and/or lead others in reconciling bank statements and transactions, and general ledger cash balances with the County Treasurer.
8. Prepare comprehensive technical reports.
9. Recommend policy and procedure guidelines to enhance fiscal efficiency; conduct relevant fiscal research, as needed; present findings to the Controller.
10. Review 1099 reports and send required forms to the Internal Revenue Service (IRS).
11. Implement approved procedural changes to comply with legislative mandates, as directed.

For Office Use Only

Job Code: 2226
Job Title: Assistant Controller
FLSA: Exempt
Effective Date: 8/27/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

12. Lead and train County departments in fiscal policies, procedures, and activities.
13. Submit Transparent Utah quarterly reports.
14. Ensure maintenance of County compliance with continuing disclosure requirements for municipal market transparency; submit required documentation, as needed.
15. Evaluate financial processes and recommend process improvements, as needed.
16. Maintain a working relationship with elected leaders, officials, and department heads.
17. Design, implement, document, and monitor robust internal control frameworks to safeguard County assets and ensure the integrity of financial data.

Knowledge, Skills, and Abilities

- Considerable Knowledge of Governmental Accounting Standards Board (GASB) professional standards, specifically GASB 103 and its upcoming implementation
- Considerable Knowledge of the creation, preparation, and review of ACFR and PAFR
- Considerable Knowledge of Accounts Payable (AP) and Accounts Receivable (AR) processing and reconciliations
- Considerable Knowledge of fixed asset accounting, including asset tracking, capitalization, and depreciation
- Considerable Knowledge of enterprise resource planning (ERP) systems, including system navigation, optimization, data extraction, post-implementation stabilization, and workflow improvements
- Knowledge of principles, methods, and practices of public finance, fund accounting, external auditing, operational and capital budgeting, and cash management
- Knowledge of municipal debt administration, bond covenants, and continuing disclosure requirements for municipal market transparency
- Knowledge of internal control concepts and frameworks, such as Committee of Sponsoring Organizations of the Treadway Commission (COSO), and the ability to design, document, and monitor control systems to prevent fraud and ensure data integrity
- Knowledge of current and applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Knowledge of federal tax reporting regulations, specifically guidelines governing 1099 reporting and IRS submission processes
- Knowledge of public policies and procedures
- Knowledge of leadership and personnel management practices, progressive discipline procedures, and conflict resolution techniques
- Skilled in the practical application of government finance principles, including all relevant procedures, rules, and regulations
- Skilled in short- and long-range planning
- Skilled in creating, preparing, and submitting clear, concise, and accurate reports
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams

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- Ability to evaluate financial materiality, including determining the significance of items and their impact on financial reporting
- Ability to ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Ability to analyze problems, identify alternative solutions, and predict potential consequences
- Ability to lead a team by effectively directing work, evaluating employee performance, and resolving operational and personnel issues
- Ability to manage multiple priorities and perform effectively under pressure, especially during critical situations like deadlines, audits, and fiscal emergencies
- Ability to maintain confidentiality
- Ability to train, guide, and instruct non-financial County personnel on fiscal policies, procedures, and system usage
- Ability to communicate effectively, both verbally and in writing
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with co-workers and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles while conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and listen. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities necessary for this job include close vision, the ability to adjust focus, and the ability to distinguish between shades

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of color. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Two (2) years of work experience in financial management.
2. And one of the following:
 - a. Master's degree in Accounting.
 - b. Bachelor's degree in Accounting and Certified Public Accountant (CPA).
 - c. Bachelor's degree in Accounting and Certified Public Financial Officer (CPFO).

Preferred Education and Experience

1. Preference may be given to applicants with supervisory experience.
2. Preference may be given to applicants with governmental work experience.
3. Preference may be given to applicants who possess one of the following certifications:
 - a. Certified Public Accountant (CPA).
 - b. Certified Government Financial Manager (CGFM).
 - c. Certified Management Accountant (CMA).
 - d. Certified Public Finance Officer (CPFO).
 - e. Other related certification.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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