



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, assists with managing accounting functions of the County.

Essential Functions

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

1. Prepare, compile, and develop the County's annual comprehensive financial report, including year-end closing procedures and reconciliation of funds and accounts.
2. 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.
3. 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.
4. Reconcile bank and general ledger cash balances with the County Treasurer.
5. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
6. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
7. Evaluate performance and conduct performance appraisals.
8. Prepare comprehensive technical reports.
9. Recommend policy and procedure guidelines to enhance fiscal efficiency; conduct relevant fiscal research, as needed; present findings to Controller.
10. Review 1099 reports and send required forms to the Internal Revenue Service.
11. Implement approved procedural changes to comply with legislative mandates, as directed.
12. Train County departments in fiscal policies, procedures, and activities.
13. Submit quarterly transparency report to the State.

For Office Use Only

Job Code: 2226
Job Title: Assistant Controller
FLSA: Exempt
Effective Date: 8/12/2022
Public Safety: No

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

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 officials and department heads.

Knowledge, Skills, and Abilities

- Knowledge of principles, methods, and practices of public finance, fund accounting, external auditing, operational and capital budgeting, and cash management
- Knowledge of computerized accounting and automated financial reporting procedures
- Knowledge of management and leadership principles
- Knowledge of current office practices, procedures, and equipment
- Knowledge of public policies and procedures
- Knowledge of current and applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Skilled in preparing and submitting clear, concise, and accurate reports
- Skilled in applying financial knowledge to statistical data
- Skilled in government finance
- Skilled in short- and long-range planning
- Skilled in supervisory techniques
- Skilled in word processing, spreadsheets, presentations, databases, and email
- Skilled in applying an acquired knowledge of procedures, rules, regulations as appropriate
- Ability to direct and coordinate the work of others
- Ability to monitor and evaluate employees
- Ability to manage projects and multiple priorities simultaneously
- Ability to analyze problems, identify alternative solutions, and predict potential consequences
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate effectively, both verbally and in writing
- Ability to ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Ability to provide leadership to effectively resolve issues
- Ability to engage and defuse crisis management situations
- Ability to work effectively under stress
- Ability to maintain confidentiality

Supervisory Responsibility

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

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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 a laptop, desktop, smartphone, 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 hear. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, the ability to adjust focus, and the ability to distinguish between shades 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. 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. Master's degree in Accounting.
2. Two (2) years of work experience in financial management.

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)

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- 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.

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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