



# Associate Director – Financial Services

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 733  
Supervisory: Supervisor  
Reports to: Director of Financial Services

### Summary

Under general guidance and supervision of the Director of Financial Services, assists with formulation of long-term and short-term financial policies and practices in order to meet the operational goals of Utah County. Incumbents serving in this classification serve as Controller for the County and function as liaison between the County Commission and County departments regarding financial and/or budgetary matters. Incumbents would discharge the duties of the Director of Financial Services in the event of his or her absence.

### Essential Functions

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

1. Assist with providing budgetary analysis and recommendations; conduct negotiations in the finalization of the annual budget.
2. Assist with maintaining County financial and budgetary policies; review and modify annually.
3. Participate as a member of the County's management team to resolve issues and implement plans of action.
4. Perform ad hoc financial reports or studies as requested by the Director of Financial Services or in general furtherance of County strategic or financial interests.
5. Assist with reviewing ongoing financial activities impacting the County; advise officials; provide strategies to prepare for unplanned financial impacts.
6. Prepare annual cost allocation report as required by federal mandate.
7. Ensure system of internal controls is in place to assess and monitor compliance of grant expenditures with federal requirements.
8. Assist with conducting financial impact analysis of proposed federal, state, or local legislation as requested.
9. Supervise, plan, coordinate, and direct the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
10. Identify, evaluate, and resolve personnel concerns.
11. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policies and procedures.

### For Office Use Only

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Job Title: Associate Director – Financial Services  
FLSA: Exempt  
Effective Date: 3/15/2024  
Public Safety: No

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

12. Evaluate performance and conduct performance appraisals.
13. Review journal entries submitted by staff for accuracy; post to the County general ledger.

### **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 applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Skilled in preparing and submitting clear, concise, and accurate reports, verbally and in writing
- Skilled in applying financial knowledge to the establishment of statistical data
- Skilled in planning and directing functions related to government finance
- Skilled in supervisory techniques
- Skilled in short- and long-range planning
- Skilled in directing and coordinating the work of others
- Skilled in word processing, spreadsheets, presentations, databases, and email
- Skilled in applying procedures, rules, and regulations to work performed
- Ability to monitor and evaluate employees
- Ability to prioritize and assign work
- Ability to manage projects and multiple priorities simultaneously
- Ability to analyze problems, identify alternative solutions, and predict potential consequences of proposed actions
- Ability to plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Ability to establish and maintain effective working relationships with the public and other County employees
- Ability to communicate effectively 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 affecting the budget or other situations that change the financial picture
- Ability to work effectively under stress
- Ability to maintain confidentiality

### **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 a laptop, desktop, smartphone, photocopiers,

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shredders, and filing cabinets. The noise level in the work environment is usually moderate. 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.

### **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 can expect to work 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 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 five (5) percent.

### **Required Education and Experience**

1. Master's degree in Accounting.  
OR  
Master's degree in Business Administration or Public Administration with an accounting emphasis.
2. Eight (8) years of experience in financial management, including three (3) years of supervisory experience.

### **Preferred Education and Experience**

1. Preference may be given to individuals with two (2) or more years of governmental work experience.
2. Preference may be given to applicants with certification as a Certified Public Accountant (CPA).

### **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.

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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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