



Chief Financial Officer

Job Description

Department: Auditor
Position: Career Service
Grade: 736
Supervisory: Supervisor
Reports to: County Auditor

Summary

Under general guidance and direction of the County Auditor, maintains the financial health of the Utah County government through fiscal leadership, analysis and communication of relevant financial information to department heads and elected officials, and a commitment to exceptional customer service. Serves as a strategic partner to all county organizations, effectively balancing financial health and fiscal control. Leads the development and implementation of high-level financial policies.

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 assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions regarding the hiring, training, and retention of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary action in accordance with County policy and procedures.
4. Ensure County financial policies are current, effective, and consistently implemented, monitored, and enforced according to best practices.
5. Participate as a key member of the County's management team by serving on critical committees, including Audit, Budget, Benefits, Investment, Finance (Debt), and Risk Management.
6. Lead the development and continuous refinement of the County's long-term financial strategy, including the creation of multi-year revenue and expenditure forecasts, fiscal sustainability plans, and scenario modeling.
7. Provide ad-hoc financial reports and analysis as requested by the Board of County Commissioners or as needed to support the County's strategic and financial interests.
8. Oversee all financial operations, with the exception of duties statutorily assigned to the elected Auditor (Internal Audit, Tax Administration) and the Treasurer (Cash Receipting, Investments).

For Office Use Only

Job Code: 1224
Job Title: Chief Financial Officer
FLSA: Exempt
Effective Date: 9/27/2025
Public Safety: No

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

9. Assess ongoing financial risks impacting the County; provide strategic advice and recommend solutions to officials to ensure compliance, meet established benchmarks, and achieve desired outcomes.
10. Lead the design and implementation of a county-wide financial performance management framework, including designing Key Performance Indicators (KPIs), dashboards, and standardizing performance reporting.
11. Ensure federal reporting compliance of grant expenditures.
12. Maintain effective working relationships with all elected officials and department heads.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of public finance principles, fund accounting, external auditing standards, operational and capital budgeting, and strategic cash management
- Knowledge of applicable federal, state, and local laws, rules, regulations, codes, and/or statutes
- Knowledge of computerized accounting and automated financial reporting procedures
- Knowledge of management and leadership principles
- Knowledge of current public policies, office practices and procedures
- Skilled in preparing and presenting clear, concise, and accurate reports verbally and in writing, with strong proficiency in standard office software
- Skilled in applying financial knowledge to analyze and interpret statistical data, ensuring adherence to all relevant procedures, rules, regulations, and services
- Skilled in planning and directing government financial functions, including short- and long-range strategies and effective team coordination
- Ability to effectively prioritize and assign work while simultaneously managing multiple projects and priorities, even when under stress
- Ability to analyze problems, identify alternative solutions, and predict potential consequences of proposed actions
- Ability to plan, organize, manage and evaluate the work of the division to ensure efficient, timely, and cost-effective services and operations
- Ability to plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Ability to communicate, establish, and maintain effective working relationships with the public and other County employees
- Ability to lead and manage financial crises, effectively defusing situations that impact the budget
- 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.

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Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, 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. 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 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 required to type, file, and lift supplies 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. Ten (10) years of experience in financial management, including five (5) years in a senior management level position within a complex financial organization.

Preferred Education and Experience

1. Preference may be given to applicants with two (2) or more years of governmental work experience.

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Additional Eligibility Qualifications

1. Applicants must possess valid State of Utah certification as a Certified Public Accountant (CPA).
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. 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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