



# Controller

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 732  
Supervisory: Supervisor  
Reports to: Chief Financial Officer

### Summary

Under general guidance and supervision of the Chief Financial Officer, performs complex professional-level accounting work for the County. Oversees the accounting of all County financial funds and planning, prepares the Annual Comprehensive Financial Statements (ACFR), and assists with the Schedule of Expenditures and Federal Awards (SEFA). Serves as key financial liaison to the County Commission and other County departments on financial matters.

### Essential Functions

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

1. Prepare the County's Annual Comprehensive Financial Report (ACFR), including monthly and annual financial statements and reconciliations; provide information to independent, state and federal auditors; submit monthly, quarterly, and annual financial and statistical reports to the state; prepare annual cost allocation report as required by federal mandate.
2. Manage the annual financial audit; coordinate with external Certified Public Accountant (CPA) firms to ensure financial statements comply with Generally Accepted Accounting Principles (GAAP) and are free from material misstatement.
3. Supervise, develop, and maintain accounting operations; maintain labor distributions, billings, and collection records; review county expenditures for proper budget appropriations and allocations.
4. Prepare and post monthly and year-end journal entries; reconcile general ledger; verify reports; run and distribute monthly reports to departments.
5. Review journal entries submitted by staff for accuracy; post approved entries to the county general ledger.
6. Formulate and recommend new county financial policies; review and modify existing financial policies annually.
7. Oversee balancing of cash accounts, issuance of checks, and distribution of earned interest to appropriate accounts.
8. Assist the grant administrator in ensuring internal controls are in place to assess and monitor compliance of grant expenditures with federal requirements, including grant applications, record keeping, and regulatory guidelines.

### For Office Use Only

Job Code: 2225  
Job Title: Controller  
FLSA: Exempt  
Effective Date: 5/8/2026  
Public Safety: No

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

9. Participate as a member of the county auditor's management team to resolve issues and implement plans of action; serve as a key financial liaison to other departments and outside agencies; answer questions on financial matters from staff, departments, external auditors, and the public.
10. Perform ad hoc financial reports and studies as requested to support the County's strategic and financial interests.
11. Assist with reviewing ongoing financial activities impacting the county; advise officials and provide strategies to prepare for unplanned financial impacts.
12. Assist with conducting financial impact analysis of proposed federal, state, or local legislation as requested.
13. Supervise, plan, coordinate, and direct the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
14. Identify, evaluate, and resolve personnel concerns; evaluate performance and conduct performance appraisals.
15. 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.

#### **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 Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements
- Knowledge of computerized accounting and automated financial reporting procedures
- Knowledge of management and leadership principles
- Knowledge of applicable federal, state, and local laws, rules, regulations
- Skilled in preparing and submitting clear, concise, and accurate financial reports and statements
- Skilled in supervision, including planning and assigning work, training and evaluating employees, and resolving personnel issues
- Skilled in financial analysis and operational planning
- Skilled in using word processing, spreadsheets, databases, and financial software
- Ability to manage projects and multiple priorities simultaneously, especially during critical deadlines like year-end and annual audits
- Ability to analyze problems, identify alternative solutions, and predict the financial consequences of proposed actions
- Ability to analyze and improve financial processes, systems, and operational workflows
- 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 work effectively under stress and maintain confidentiality

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**Supervisory Responsibility**

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

**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 noise level in the work environment is usually moderate.

**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 necessary for 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 in Business or Public Administration with an accounting emphasis.  
OR  
A Certified Public Accountant (CPA) with a minimum of two (2) years of local government accounting experience.
2. Eight (8) years of experience in financial management, including three (3) years of supervisory experience.

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**Preferred Education and Experience**

- 1. Preference may be given to applicants 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.
- 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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