



Director of Financial Services

Job Description

Department: Auditor
Position: Career Service
Grade: 735
Supervisory: Yes
Reports to: County Auditor

Summary

Under general guidance and direction of the County Auditor, performs work of considerable difficulty in the formulation of long-term and short-term financial policies and practices in order to meet the operational goals of Utah County. This is a County-wide function director classification level.

Essential Functions

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

1. Provide budgetary analysis and recommendations; conduct negotiations in the finalization of the annual budget.
2. Maintain 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 Board of County Commissioners or in general furtherance of County strategic or financial interests.
5. Review 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 federal compliance of grant expenditures.
8. Conduct financial impact analysis of proposed federal, state, or local legislation as requested.
9. Supervise the work of subordinate managers and supervisors.
10. Make decisions regarding the hiring, training, and retention of staff; conduct staff training and development activities, as needed.
11. Conduct performance appraisals and administer disciplinary action in accordance with County policy and procedure.
12. Review journal entries submitted by the Controller for accuracy; post to the county general ledger.
13. Maintain a working relationship with all elected officials and department heads.

For Office Use Only

Job Code: 1224
Job Title: Director of Financial Services
FLSA: Exempt
Effective Date: 4/16/2024
Public Safety: No

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

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 management techniques including short- and long-range planning and directing and coordinating work of others
- Skilled in using computer hardware and software for word processing, spreadsheets, presentations, databases, and email
- Skilled in applying an acquired knowledge of procedures, rules, regulations and services as appropriate
- 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, 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 establish and maintain effective working relationships with the public and other County employees
- Ability to communicate effectively, utilizing interpersonal skills in interactions with coworkers, supervisors, and the general public
- 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.

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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. 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 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. 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 individuals 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.

Below is to be completed after an offer has been extended and accepted.

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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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