



# Controller

## Job Description

Department: Clerk/Auditor  
Position: Career Service  
Grade: 519  
Supervisory: Yes  
Reports to: Director of Financial Services

### Summary

Under general guidance and direction of the Director of Financial Services, supervises the fiscal affairs of the County, including the books, records and fiscal actions of those who collect, receive, hold or disburse public funds subject to the power and authority of the Board of County Commissioners.

### Essential Functions

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

1. Oversee preparation, compilation, development, and publication of the County's comprehensive annual financial report and single audit report, including year-end closing procedures and reconciliation of all funds and accounts.
2. Supervise and oversee the maintenance of accurate financial records; maintain a full set of detailed books of the fiscal operations of the County.
3. Review fiscal transactions for appropriateness and accuracy and authorize correcting entries as required; ensure compliance with the State of Utah's Uniform Accounting Manual.
4. Maintain control records related to finance systems.
5. Maintain County financial systems; review transactions; ensure accuracy of records for numerous governmental, proprietary and fiduciary funds; review journal entries for accuracy; post to the county general ledger.
6. Supervise the reconciliation of bank and general ledger cash to the County Treasurer.
7. Make decisions regarding the hiring, training, and retention of staff; conduct staff training and development activities, as needed.
8. Conduct performance appraisals and administer disciplinary action in accordance with County policy and procedure.
9. Prepare comprehensive technical reports, cost estimates, and fiscal projections.
10. Conduct fiscal research pertaining to the County.
11. Develop policy and procedure guidelines to enhance fiscal efficiency; present to the Director of Financial Services.
12. Oversee 1099 reporting process.
13. Maintain knowledge of current, relevant legislation; make procedural changes as needed to implement legislative mandates.

### For Office Use Only

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Job Title: Controller  
FLSA: Exempt  
Effective Date: 9/14/2020  
Public Safety: No

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

14. Calculate appropriate debt service amounts; pay debt service in prescribed time frame upon appropriations approval.
15. Assist with the planning, directing, managing, and overseeing of financial reporting functions, operations, and related services of County departments.
16. Conduct training in fiscal activities for County departments.
17. Manage transparency reporting process.
18. Supervise County compliance with continuing disclosure requirements, required by the U.S. Securities and Exchange Commission for municipal market transparency.
19. Oversee financial reporting, accounts payable, and accounts receivable functions through subordinate management.
20. Provide input and recommendations for hires and promotions; direct and evaluate employment decisions for assigned positions.
21. Assist County departments or agencies in the development of financial reporting, including automation or computerization of financial information.
22. Oversee and hold responsibility for the General Ledger, Accounts Payable, Accounts Receivable, and other similar financial systems; evaluate systems; submit programming corrections as needed.
23. Maintain a working relationship with all elected officials and department heads.
24. Perform functions of the Director of Financial Services as needed, with appropriate authorization.

#### **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

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- 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.

### **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.

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**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 two (2) 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 individuals with relevant certifications including, but not limited to:
  - a. Certified Public Accountant (CPA)
  - b. Certified Government Financial Manager (CGFM)
  - c. Certified Management Accountant (CMA)
  - d. Certified Internal Auditor (CIA)
  - e. Certified Fraud Examiner (CFE)
  - f. Certified Government Auditing Professional (CGAP)
  - g. Certified Public Finance Officer (CPFO)
  - h. Certified Information Systems Auditor (CISA)

**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.

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**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.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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