



# Finance Manager - Sheriff

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 516  
Supervisory: Supervisor  
Reports to: Under Sheriff

### Summary

Under general guidance and direction of the Under Sheriff, manages all budget and accounting functions of the Sheriff's Office. Collaborates with top leadership in the Sheriff's Office to develop, present, implement, and control an annual budget of approximately sixty-one (61) million dollars. Reconciles the budget and expenditures of twelve (12) bureaus and four (4) divisions, including seventeen (17) sub budgets, five (5) funds (general, grant, outside law enforcement, inmate, and kitchen), ten (10) grants or outside funding sources, and over seventy-seven (77) cost centers. Ensures fiscal functions are consistently administered in compliance with county policies and government regulations through research, audits, reports, training, and personal interactions.

### 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 of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Identify, evaluate, and resolve personnel concerns.
3. 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.
4. Evaluate performance and conduct performance appraisals.
5. Oversee approximately ten (10) grants totaling over three (3) million dollars; prepare comprehensive reports needed for reimbursement, grant continuation or renewal, and auditing; ensure grant retention schedule is followed.
6. Maintain fiscal oversight; conduct fiscal and administrative analyses on behalf of the Sheriff's Office; make decisions requiring interpretation of agency policy and procedures related to management and finance; diagnose financial problems and propose solutions.
7. Develop guidelines and policies to enhance fiscal efficiency and effectiveness; collaborate with department leadership, as needed.

### For Office Use Only

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Job Title: Finance Manager - Sheriff  
FLSA: Exempt  
Effective Date: 3/16/2022  
Public Safety: No

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

8. Develop the Sheriff's Office annual operating, supplemental, and capital improvement budgets; review and approve expenditures to ensure compliance with budgetary and policy guidelines; recommend and implement budget adjustments, as needed.
9. Prepare and submit reports that summarize and forecast business activity and the department's financial position; prepare and analyze financial and statistical information.
10. Monitor and oversee procurement functions for the Sheriff's Office; ensure bidding procedures, interpretations, and awarding of contracts are completed in compliance with government regulations and contract provisions; coordinate purchases with Purchasing Officer and IT Procurement and Inventory Manager, as needed.
11. Monitor internal lease reviews; collaborate with Public Works to resolve questions and discrepancies.
12. Represent the Sheriff's Office and the County in meetings with other public and private agencies; prepare and give presentations, as needed.
13. Research, write, and review grant and funding requests and intergovernmental service agreements.
14. Oversee and conduct Sheriff's Office training programs related to budget planning and administration, grants, strategic planning, cost benefit analysis, and compliance with fiscal and administrative guidelines.
15. Plan, organize, and oversee the process for receiving and disbursing agency finances; maintain complete and accurate records of financial transactions; submit financial reports to the Sheriff, as needed.
16. Coordinate data monitoring of fiscal information to meet internal and external objectives, as needed; ensure reliability and validity of information gathering systems.
17. Prepare reports related to budgets, costs, statistics, and trends; update monthly budget versus actual expenditures, annual cost analysis, and cost rate determinations.
18. Perform County management support activities; prepare board agenda items; assess financial impact of proposed legislation and conduct studies at the request of the Board of Commissioners; attend weekly Commission meeting to address concerns and questions regarding budgetary and financial requests and actions of the Sheriff's Office.
19. Function as liaison with the Auditor's Office for matters affecting the department budget.
20. Exemplify the desired culture and philosophy of the Sheriff's Office.
21. Work effectively as a team member with members of management and staff.

#### **Knowledge, Skills, and Abilities**

- Knowledge of Government Accounting Standards (GASB)
- Knowledge of fund accounting, budgeting and general accounting principles, and related statistical techniques
- Knowledge of operations, bureaus, and divisions of the Sheriff's Office
- Knowledge of laws and regulations relevant to work performed

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- Knowledge of grant management, including application, tracking, reporting, renewal, and retention processes
- Knowledge of purchasing and procurement practices
- Knowledge of financial risk management and cost containment methods
- Knowledge of public administration
- Skilled in training others in budget and grant management
- Skilled in using Microsoft Office Suite
- Skilled in creating reports and spreadsheets
- Skilled in record keeping
- Skilled in creating and maintaining filing systems
- Skilled in conducting in-depth research
- Ability to prepare and manage a large and complex budget
- Ability to investigate, analyze, and solve problems
- Ability to coordinate financial matters with Sheriff's Office Administrators, other departments, and County administrators
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships
- Ability to maintain confidentiality

### **Supervisory Responsibility**

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

### **Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. This role routinely uses standard office equipment such as a desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. The incumbent may be required to drive Utah County owned vehicles in the course of 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 is frequently required to sit, stand, walk, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between difference shades of color and patterns.

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The employee is required to type, file, and lift supplies up to thirty (30) 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 Finance, Business Administration, Accounting, or a related field.
2. Two (2) years of work experience performing accounting, finance, and/or budgeting functions.
3. Equivalent combinations of education and experience that include a related bachelor's degree may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with work experience in governmental fiscal accounting.
2. Preference may be given to applicants licensed 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.

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**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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