



G R E A T E R S A L T L A K E

Municipal Services District

JOB DESCRIPTION

Director of Finance

DEPARTMENT: Administration

REPORTS TO: General Manager

EFFECTIVE DATE: June 30, 2025

PAY GRADE: 180

STATUS: Exempt (salary)

LOCATION: 2001 S. State St., N3-600
Salt Lake City, UT 84190

JOB SUMMARY

Reporting to the General Manager, the Director of Finance (DoF) oversees the Greater Salt Lake Municipal Services District's (MSD) and its member cities and towns financial strategy, operations, and compliance, guiding budgeting, reporting, and long-term planning to ensure fiscal stability. This position balances the responsibility of being a strategic financial partner to all member entities of the MSD (six municipalities and Salt Lake County on behalf of the County's unincorporated area) with maintaining financial health and fiscal control. The DoF works closely with the Elected Officials. This is an appointed position through the MSD's Board of Trustees.

MINIMUM EDUCATION QUALIFICATION

A Master's Degree from an accredited college or university in Accounting, Finance, or other closely related field, plus six (6) years of experience in a field closely related to these duties. A Certified Public Accountant (CPA) certificate is preferred.

Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities. Knowledge of Pelorus is a plus.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- **Financial Strategy and Planning:** Develop long-term financial plans, assess financial performance, and provide strategic guidance to executive and municipal leadership to support investment decisions, resource allocation, and strategic planning.
- **Budgeting and Forecasting:** Lead annual budgeting and forecasting processes, collaborating with department heads and municipal leadership to align financial plans with organizational goals.
- **Financial Reporting and Analysis:** Oversee preparation and analysis of monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with regulatory standards and present informative and easily understood reports to the Board of Trustees and elected officials on a regular basis.
- **Compliance and Risk Management:** Ensure adherence to tax regulations, State of Utah reporting requirements, GAAP, GASB, and other financial reporting requirements; develop internal controls, processes and procedures to safeguard company assets and to improve the efficiency, accuracy and the effectiveness of the finance department.
- **Cash Flow:** Monitor cash flow, liquidity, and capital utilization to optimize financial performance.
- **Team Leadership:** Direct and mentor finance and accounting staff, fostering professional development and ensuring the team meets organizational objectives.
- **Executive Collaboration:** Work closely with the CEO, other executives and elected officials on strategic initiatives, financial reporting and decision-making processes.
- Serves as the Clerk to the Board of Trustees.



GREATER SALT LAKE

Municipal Services District

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of municipal and governmental financial landscape.
- Knowledge of fund accounting, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards and statements.
- Effective budgeting principles, methods, and techniques.
- Management of accounting department functions.
- Effective communication methods and public relations.
- Management of independent audit activities from the client side.
- Utah Code Annotated and related State and Federal rules and policies.
- MSD policies, ordinances, and procedures.
- Effective leadership, management, and supervision principles and practices.
- Microsoft Office Products and municipal accounting software.

Skills and Abilities to:

- Lead and manage the organization's accounting and finance team and manage relationships at all levels of the organization.
- Demonstrate attention to details.
- Perform effective project management.
- Prepare financial reports and documentation.
- Perform complex financial analysis and interpretation.
- Effectively use financial database programs.
- Strong analytical skills to make recommendations for changes in procedures and financing processes.
- Communicate clearly, concisely, and effectively both verbally and in writing.
- Effectively plan, organize, and perform tasks even under stressful situations.
- Act independently and use sound judgment.
- Meet deadlines.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires work in a wide variation of conditions, from a typical office setting to field work.
- Must be able to attend evening meetings and some weekend events.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.



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EMPLOYEE REVIEW

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. The job description does not imply an employment contract, nor is it an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs.

I have been given a copy of this description.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

APPROVALS:

Supervisor: _____ Date: _____

Human Resources: _____ Date: _____