GREATER SALT LAKE
Municipal Services District

JOB DESCRIPTION

Director of Finance

DEPARTMENT: MSD Administration

REPORTS TO: General Manager

EFFECTIVE DATE: December 10, 2021

PAY GRADE: 200

FLSA STATUS: Exempt (salary)

LOCATION: 2001 S. State St., STE N3-500
Salt Lake City, UT 84190

JOB SUMMARY

Reporting to the General Manager, the Director of Finance (DoF) ensures the financial health of the Greater Salt Lake Municipal Services District (MSD or District) by demonstrating fiscal leadership, effectively communicating relevant, accurate financial information, and providing exceptional customer service. Must balance the responsibility of being a strategic partner to all member entities of the District (six municipalities and Salt Lake County on behalf of the County's unincorporated area) with maintaining financial health and fiscal control. Performs/participates at a high level in policy development and implementation. Works in a close confidential relationship with the Elected Officials. This is an appointed position through the MSDs Board of Trustees.

MINIMUM EDUCATION QUALIFICATION

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, OR an equivalent combination of related education and experience. CPA 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.

- Advises General Manager, Metro Township Mayors, and Town Mayor on policy and financial matters relating to the operation of the MSD and the independent municipalities.
- Prepares, defends, and maintains a structurally balanced budget with adequate reserves for all funds.
- Monitors revenues and expenditures to ensure sound fiscal control. Establishes and maintains internal control procedures.
- Prepares and presents proposed budget including advice on resource allocation.

- Provides professional advice to the MSD, the Metro Townships and the Town. Prepares and presents budgetary information to councils and boards.
- Prepares the Comprehensive Annual Financial Report for the MSD and its member municipalities.
- Ensures compliance with GAAP, GASB, continuing disclosure, IRS and SEC regulations as well as the State of Utah Fiscal Procedures Act.
- Manages the MSD debt including general obligations, lease revenue bonds, sales tax bonds, tax and revenue anticipation notes and other legal debt obligations.
- Prepares a variety of studies, reports, and related information for decision-making purposes. Actively involved in contract negotiations with service providers.
- Oversees the financial system for the Metro Townships, the Towns and the MSD.
- Supervises billing, and accounting functions and manages accounting personnel.
- Ensures back-up support for payroll functions as necessary.
- Responsible for overseeing internal controls.
- Responsible for implementing and maintaining the accounting system(s.)
- Responsible for tracking and accounting for capital assets and capital projects for multiple jurisdictions.
- Responsible for filing appropriate tax, transparency, and other governmental reporting agencies.
- May act in the absence of and has signing authority for the General Manager and/or Associate General Manager/Treasurer.
- May supervisor other District functions, such as Information Technology, under General Manager direction.
- Oversees special financial projects.
- Assembles and presents the annual Consolidated Annual Financial Report (CAFR).
- Facilitates the annual audit for the seven (7) independent jurisdictions.
- Oversees an approximate $42 million-dollar budget.
- Other duties as assigned by the General Manager and Associate General Manager/Treasurer.
- Acts as GRAMA officer for the MSD.
- Acts as the Clerk for the Board of Trustees

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Statistical theory and application
- Cost accounting principles, methods, and techniques
- Generally accepted accounting principles (GAAP), with emphasis in the areas of governmental accounting and financial reporting
- Effective budgeting principles, methods, and techniques
- Accounting principles relating to all Governmental Accounting Standards Board (GASB) statements
- Government Finance Officers Association (GFOA) standard for budget reporting and disclosure Governmental financial systems and practices
- Management of accounting department functions
- Effective communication methods and public relations
- Coordination 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
- Excel and Word

Skills and Abilities to:

- Provide technical and policy leadership and direction
- Perform effective project management
- Prepare financial reports and documentation
- Provide quality customer service
- Use computer software related to job-specific duties
- Perform financial analysis and interpretation
- Effectively use financial database programs
- Perform economic forecasting
- Remain current on technology changes
- Analyze and make recommendations for changes in procedures and financing processes
- Communicate clearly, concisely, and effectively both verbally and in writing
- Interact effectively with individuals at various levels and maintain positive working relationships with County agencies
- Effectively plan, organize, and perform tasks even under stressful situations
- Act independently and use sound judgment
- Possess strong interpersonal skills to communicate and manage at all levels of the organization and with staff at remote locations
- Possess strong problem-solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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. 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 District's needs.

I have been given a copy of this description.

Employee's Signature:_____ **Date:** _____

Employee's Printed Name: _____

APPROVALS:

Supervisor:_____ **Date:**_____

Human Resources:_____ **Date:** _____