

UTAH COMMUNICATIONS AUTHORITY JOB DESCRIPTION

Title: Chief Financial Officer
Status: Full Time
FLSA Exempt: Exempt

GENERAL JOB DESCRIPTION:

Manages the financial affairs and records of UCA. Furnishes the Board, the Executive Director, and Deputy Director with the financial information they need to carry out their duties.

EXAMPLES OF TASKS/DUTIES:

- Directs and manages fiscal activities.
- Establishes and maintains internal accounting and control systems, including proposed and adopted budgeting, billing, accounts receivable, accounts payable, and collections for all UCA Operations.
- Provides information necessary for an annual audit by an outside firm.
- Manages and reviews the formulation of the Authority's appropriations and budget requests and assists in the preparation and maintenance of the annual budget.
- Proposes and maintains a five-year financial plan.
- Manages the allocation of federal, state, or other grants.
- Consults and advises on the financial impact of policy or operating decisions.
- Produces reports of income, financial condition, budget performance, and such others as may be necessary or requested by the Board, the Audit Committee, the Executive Director, and/or the Deputy Director.
- Advises Executive Management and directors of fiscal problems and alternatives to minimize the impact of revenue cutbacks and shortfalls.
- Writes and maintains financial procedures and recommends financial policies to the Authority Executive Management and the Board.
- Administers UCA investments.
- Writes, reviews, and/or negotiates grants, contracts, and/or agreements.
- Responds to financial inquiries and requests made by individual legislators, committees, or subcommittees.
- Stay Current with and follow State and UCA Procurement policies.
- Assist division directors to prepare and propose annual division budgets to Authority Executive Management and assist with forecasting grants and project costs.
- Process payroll.
- Approve and sign purchase order requests.
- Create and assess budgets and assist with the placement of orders for future UCA projects and operational needs.
- Establish and maintain proper banking and financial credentials associated with UCA operations and check signing.

- Evaluate subordinate employees on an annual basis.
- Regular attendance.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND TYPICAL QUALIFICATIONS:

(Includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Baccalaureate degree in accounting and five (5) years of accounting and control experience.
- Principles, theories, and practices of budget management.
- Ability to use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
- Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
- Knowledge of applicable laws, rules, regulations, and/or policies and procedures.
- Ability to supervise others by assigning/directing work, conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, etc.
- Conduct a methodical examination/audit.

OTHER REQUIREMENTS:

- Risks found in the typical office setting, which is adequately lighted, heated, and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.