

UTAH COMMUNICATIONS AUTHORITY

JOB DESCRIPTION

Title: Administrative Services Division Director/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 ~~the~~ 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 ~~to for~~ an annual audit by an outside firm.
- Manages and reviews the formulation of the ~~department's Authority's~~ appropriations and budget requests and assists in the preparation and maintenance of prepares proposed annual -budget.
- Proposes and maintains 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 ~~executives~~ Executive Management and directors and managers 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.
- ~~Participates in various personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective and efficient work force;~~
- ~~Oversees and understand the individual and collective needs of personnel, communicates with staff individually and as a group on a regular basis~~
- ~~Ensure that the staff has the proper tools, training and equipment to perform the tasks expected of them~~

- ~~Maintain existing, and develop new, working relationships with system users as well as non-system users from across the state~~
- Stay Current with and follow the State and UCA Procurement policies.
- Assist division directors prepare and propose ~~Prepares and proposes~~ divisional/annual division budgets to Authority Executive Management, assist with forecasting grants and project costs.
- ~~Oversee the Authority's Human Resource functions including onboarding, offboarding, maintenance of employee files, employee benefits, payroll, etc.~~
- ~~Approve timesheet submissions.~~
- 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.; ~~oversee and make recommendations to executive management regarding salaries, duties and expectations.~~
- ~~Assists to establish and enforce office policies and procedures;~~
- ~~Evaluate and make decisions that directly affect UCA operations, system users and employees.~~
- 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, making hiring/termination recommendations, etc.
- ~~Deliver presentations or training using acceptable methods and techniques.~~
- 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, avowing 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.

