



Our Finance Department continues to move forward along with the growth and development of Herriman City. Herriman City is one of the fastest growing cities in the nation which creates exciting finance opportunities to keep moving us forward . We are looking for candidates who understand our City's current growth situation and how to keep us financial sound for the long-term future.

Herriman City continues to be a "Top Place to Work", winning awards from the Salt Lake Tribune and Gallagher Insurance. We strive for a culture of excellence within our work culture and well with how we see and communicate with each other. Come and be part of a fantastic team.

## Assistant Director of Finance

### **GENERAL PURPOSE**

Provides high level support to the Finance Department by managing day to day operations and duties. Manages projects and provides financial information to all departments. Supports financial reporting and requests from high level City employees and officials. Represents the Director of Finance and Administrative Services in City Council meetings in their absence or any other meetings as directed.

### **ESSENTIAL FUNCTIONS**

- Manages day-to-day City financial functions.
- Directly responsible for month and year end closing and balancing of financial statements, along with processing accounting ledgers and balances accounts to close books and ensure accuracy of reporting.
- Researches laws, regulations, City policy, and standards issued by accounting boards and professional organizations including FASB, GASB, GFOA, and AICPA.
- Directs Finance staff regarding implementation of new laws and regulations. Determines if the City is complying and suggests policy changes where required.
- Manages and leads the preparation of the Annual Comprehensive Financial Report.
- Manages, and is directly responsible for, the yearly external audit. Ensures findings are rectified and improved between each audit.
- Manages and oversees City payroll processes and systems.
- Participates in the development and administration of the City's biennial budget; directs the monitoring and approval of expenditures; directs and implements budgetary adjustments as necessary.
- Oversees the financial modules of the City's ERP system. Responsible for training City employees in the use of the Financial and Payroll modules.
- Manages and leads creation and maintenance of the General Ledger.
- Assists in the preparation, reporting, and providing recommendations for current and long-term financial planning activities.
- With direction, plans and directs internal control monitoring according to Generally Accepted Accounting Principles (GAAP). Finds gaps in processes and records, and correct controls to ensure accuracy. Works closely with auditors to find and correct deficiencies.
- Keeps informed as to relevant best practices in Finance and implements or update new practices to strive for continued improvement and excellence.

- Establishes and maintains department goals, priorities, and work plans consistent with the goals and priorities of the Director of Finance and Administrative Services.
- Provides supervision of assigned employees in accordance with city policies and procedures.
- Selects, trains, motivates, and directs assigned department personnel; evaluates work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Conducts performance evaluations of assigned employees in accordance with Policies and Procedures of the City.
- May present and disseminate budget and financial information to the City Council and residents.
- Assists in creating communication items for City residents as needed and informs/trains the City Council through City Council meetings and presentations under direction of the Director of Finance and Administrative Services.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Bachelor's degree from a regionally accredited college or university in accounting, business administration, or finance.

#### Experience:

- Five (5) years of responsible experience related to the above duties, which must include at least one (1) year of financial statement and Annual Comprehensive Financial Report preparation, and two (2) years of supervisory experience.

#### OR

- An equivalent combination of education or experience.

#### Certifications/Licenses

- None required.

#### Additional Requirements:

- Must be at least 18 years old.
- Must possess a valid Utah Driver's License.
- Must be able to pass a pre-employment drug test, background check, and driving record check.

### **PREFERRED QUALIFICATIONS**

- Master's degree in finance or accounting.
- Certified Public Finance Officer.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to communicate effectively both verbally and in writing in English.
- Must possess a working knowledge of general office maintenance and practices; utility billing and collection procedures and processes; operation of computers in utilizing various software programs related to word and work processing, spreadsheet and database management; operation of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette; public relations; meter reading systems.
- Ability to communicate effectively with irate customers; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information operate personal computer (windows environment) in utilizing various programs to produce or compose formal documents; reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

- Must possess a working knowledge of generally accepted accounting principles, knowledge and understanding of financial statements, journal entries, debits and credits, and fixed asset accounting. Must be able to demonstrate keyboard skills and 10-key with accuracy.
- Ability to maintain strict confidentiality related to sensitive administrative information.

#### **WORK ENVIRONMENT**

- Employee performs in a typical office setting with appropriate climate controls.
- Tasks require a variety of physical activities, not generally involving muscular strain, including walking, standing, stooping, sitting, reaching, and light lifting.
- Talking, hearing and seeing are essential in the performance of daily tasks.