



NOTICE OF JOB OPENING

Finance Director

Posting Date: January 12, 2026
Department: Finance
Reports to: Assistant City Manager
Salary Range: Grade E-11 Salary Range \$105,518 to \$163,654 annually, DOQ
Position Type: Full-Time Exempt
How to Apply: Apply on our website bountifulutah.gov
Deadline to Apply: Sunday, February 1, 2026

Overview:

Under the general direction of the Assistant City Manager this position provides leadership, strategic oversight, and support for the Finance department and city. As the Finance Department Head, and city's Chief Financial Officer, this position ensures the integrity of financial reporting and internal controls. This position oversees the processes of accounts payable, utility billing, grant management, debt administration, and compliance with financial regulations. Overall, the Finance Department provides assigned support functions for city departments, elected officials, and city residents. Additionally, this position provides oversight of the District Clerk and Treasurer for the South Davis Recreation District to provide financial and related administrative support services under inter-local agreement between Bountiful City and the District.

Essential Job Functions:

- Oversee the operations of the Finance Department consisting of ten employees. Directly supervises the Assistant Finance Director, Accountant/Treasurer, Accounts Payable Clerk, and part-time Finance Clerk.
- Perform extensive and complex accounting functions ensuring compliance with GASB standards of GAAP. Ensure the city's annual financial report meets the standards of reporting excellence set by the GFOA to continue earning that award.
- Ensure compliance with all financial regulations, agreements, and policies.
- Lead the exploration and implementation of financial best practices and policies.
- Oversee and participate in the monthly and annual financial close processes, including preparation of the needed audit documentation.
- Coordinate and ensure the proper completion of the city's annual independent financial statement audit.
- Prepare the Annual Comprehensive Financial Report (ACFR) with aid from Finance staff. Ensure the proper dissemination of the ACFR and other required financial and regulatory compliance reports.
- Participate as a member of the city's executive management team in furthering the overall mission, goals and operations of the city. Attend and participate in management meetings, City Council meetings, and other meetings as required.
- Provide high-level oversight of all accounting and treasury services that Finance staff provide to the South Davis Recreation District.

- Remain knowledgeable in current GASB standards (i.e., GAAP) as well as federal and state laws over the city and special service district financial operations.
- Assist the City Manager, Assistant City Manager and department managers with preparation and monitoring of the city's operating and capital budgets.
- Assist the City Manager, Assistant City Manager, and other city departments with grant management, compliance, and reporting.
- Oversee the city's investment portfolio and participate with the Assistant City Manager and Treasurer to actively manage those investments in accordance with the Utah Money Management Act and city investment policies. Oversee the creation and dissemination of monthly investment reports and semi-annual deposits and investments report.
- Oversee the city's Enterprise Resource Planning software (ERP) to ensure proper operation, efficiency, security, and accuracy of the software.
- Prepare and administer the Finance Department's budget.
- Performs special projects assigned by the City Manager, Assistant City Manager, or other Department Heads regarding financial matters for the city.
- Perform any other duties as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of, and skill in, applying laws, regulations and generally accepted accounting principles as applied to governmental operations. Knowledge of economic conditions and the effects of those conditions on governmental operations. Knowledge of State and Federal regulations concerning municipal finances.
- Strong financial literacy: budgeting, fiscal analysis, and internal controls. Skill in preparing, reviewing, and analyzing a variety of financial records.
- Advanced Excel proficiency with demonstrated ability to conduct complex financial, statistical, and operational analysis to inform decision-making.
- Obtain, within a reasonable timeframe, adequate knowledge of the Bountiful City Code as it applies to the City's fiscal functions.
- Skill in managing staff in the accomplishment of department functions. Demonstrated ability to work well with others both independently and in a collaborative team environment.
- Ability and willingness to work both regular business hours and non-business hours, as needed, for periodic meetings and to fulfill position responsibilities.
- Proficiency in the use of financial accounting software and Microsoft Office.
- Communicate effectively both verbally and in writing.
- Ability to lift 40 – 50 pounds without assistance.

Preferred Personal Attributes:

- Collaborative leader and coach who builds trust across departments
- Team-oriented
- Ethical, transparent, and committed to public service
- Strategic mindset with strong organizational vision
- Calm under pressure and able to make important decisions responsibly

Minimum Education and Experience Requirements:

- Education: Bachelor's degree in Accounting, Finance, or a closely related field AND Master's degree in a related field (MAcc, MPA, MBA, etc.).
- Certification: Active Utah Certified Public Accountant (CPA) license, or similar certification (CPFO, CGFM, etc.).
- Experience: Five (5) or more years of supervisory experience.
- Work experience directly related to the finance function of a state or local governmental

entity (state government department; city; county; special/local district) preferred.

- Work experience must include responsibility for a computerized finance/accounting system.
- Prior experience with Enterprise Resource Planning software (ERP) preferred.
- Must be bondable.

Licenses Required:

Must maintain a valid Driver's License

Must be able to successfully pass a background check, a driving record check, and a pre-employment drug test