



Salt Lake County Job Description

Associate Fiscal Administrator

DEPARTMENT: Mayor's Office

JOB CODE: 086 **GRADE:** 19

SAFETY SENSITIVE: No

DIVISION: Mayor Operations/1021

FLSA STATUS: Exempt

EFFECTIVE DATE: 07/28/2015

JOB SUMMARY

Acts as associate fiscal manager and accounting control manager under the direction of the Chief Financial Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Accounting, Finance, or other related fields plus six (6) years of experience in a field closely related to these duties; OR an equivalent combination of education and experience.

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.

- Supervises all purchase requisitions and authorization of releases, manage all billing operations, and supervises the approval of payments of all accounts payable transactions
- Provides financial and policy analysis for Mayor's initiatives
- Monitors compliance with County policies and procedures
- Advises and consults fiscal areas assigned in implementing new accounting systems and procedures
- Proposes, drafts, and reviews updates of Countywide financial policies
- Provides consultant services for all departments in Mayor's portfolio on budgetary and accounting matters
- Ensures that all fiscal activities of the Department are in conformity with generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) statements and interpretations.
- Monitors cash flows, fund balances, and retained earnings
- Conducts fiscal policy and procedures reviews and advise on methods to improve fiscal operations
- Participates in or serves as team leader in working with County divisions to identify useful performance measures
- Responsible for municipal building authority bonds, making bond interest and principal payments
- Provides financial oversight of major capital construction projects

- Prepares and present reports, studies, and analyses as requested by the Assistant CFO
- Verifies bond debt service payments using proper distributions and debt service schedules, and determine payment allocations
- Gathers budget information from budget documents and BRASS and compile into applicable categories for analysis

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Research data collection techniques
- Principles of personnel administration
- Effective planning and decision making techniques
- Policies and procedures of Salt Lake County
- Management techniques and business administration
- Generally accepted accounting principles and budgeting theories
- Governmental accounting standards, board statements, interpretations, and technical bulletins
- Public relations concepts and principles
- Organizational theory
- Contract administration
- Sources of revenue
- Salt Lake County ordinances
- State Statutes
- County Government

Skills and Abilities to:

- Drive a county vehicle
- Use a personal computer
- Use a calculator
- Use Word processing and spreadsheet applications
- Conduct financial analysis and interpretation
- Exercise analytical judgment in recommending changes in procedures and equipment to increase productivity
- Develop and present clear and concise reports both orally and in writing
- Maintain positive and effective working relationships with department staff, public officials, and the general public
- Plan and organize workload
- Audit, prepare, compile, and administer budgets

- Perform effectively in stressful situations
- Pay strong attention to detail

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working in a general office environment.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 07/28/2015 AB