



Salt Lake County Job Description

Associate Division Director – Center for the Arts Finance

DEPARTMENT: Community Services

DIVISION: Center for the Arts/3500

JOB CODE: 084 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/10/2013

SAFETY SENSITIVE: No

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory 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.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.

- Serves as the Senior Financial Manager for the CFA, responsible for all Fiscal activities for the Center for the Arts. Oversees the preparation of fiscal reports for the Center for the Arts as well as for the Eccles Theatre.
- Develops and administers financial policies and procedures, managing multiple financial operating and reporting systems.
- Manages the development and implementation of the annual Center for the Arts budget. Calculates and apportions the budget among the Division's working groups. Provides information and analysis to Budget Managers to assist them as they manage spending and track revenues. Works with the Fiscal Manager to compile, organize, prepare and validate the Division's June budget re-opening figures.
- Works with the Business Technology Systems Manager to evaluate and review current technology systems and services, and makes recommendations for effective and efficient service delivery.
- Participates in the selection and installation of hardware and software.
- Oversees credit card revenue and accounting for ArtTix.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Principles of accounting including public accounting, cost accounting and budgeting techniques
- Human resource procedures and techniques
- Data systems management, data report writing
- County-wide and personnel policies and procedures

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently

- Develop, interpret, and administer policies and procedures

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 11/14/2017 CCR