

- Develops and/or interprets fiscal statements and reports.
- Reviews fiscal operations to ensure integrity, accuracy, and control of data.
- Designs, enhances, or implements systems and/or subsystems that reflect the changing needs of the District.
- Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these KSAs and/or identify additional KSAs, based on a current positions analysis.)

- laws governing access to public and private financial records (Government Records Access and Management Act)
- principles, theories, and practices of financial management
- develop and/or implement new policies/procedures/standards and/or rules/regulations
- principles, theories, and practices of finances and accounting
- principles, theories, and practices of human resources
- research methods, techniques, and/or sources of information
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- understand, communicate, and work effectively with other accounting and finance professionals
- enter, transcribe, record, store, or maintain information in either written or electronic form.
- establish, organize and/or maintain financial files
- deal with people in a manner which shows sensitivity, tact, and professionalism
- principles and theories and practices of scanning technology
- financial markets, models, and banking
- use automated accounting and/or financial computer systems
- prepare financial and accounting reports and documentation
- principles, theories, and practice of budget management
- fiscal/financial management
- applicable laws, rules, regulations and/or policies and procedures
- compose and produce reports, documents and related material
- find, gather and collect information and data
- develop approaches for implementation of an idea, program or change in operations
- evaluate information against a set of standards
- excellent knowledge of current payroll procedures and policies both state and federal
- excellent knowledge of generally accepted accounting principles (GAAP)
- excellent knowledge of GASB statements
- excellent knowledge of Utah state governmental finance requirements for local government entities

OTHER REQUIREMENTS

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably and 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.
- Notary Public preferred but not required.
- Graduation from a four year accredited college with a Bachelor's degree in accounting, finance, or equivalent and ten (10) years of financial experience or any equivalent combination of education and experience.