

**CITY OF SOUTH SALT LAKE  
POSITION DESCRIPTION**

Position Description: Finance Director  
Department: Accounting  
Position Grade: 24  
Supervisor: Mayor  
FLSA Status: Exempt

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**POSITION SUMMARY**

The Finance Director reports to the Mayor; is responsible for the accounting and financial functions of the City.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Manages City accounting functions including accounts payable, accounts receivable, utility billing, journal entries and City payroll. Advises department heads and elected officials on all City accounting and financial issues.
  2. Prepares City and Redevelopment Agency financial statements in compliance with established procedures. Ensures City compliance with federal, state and local financial and accounting requirements.
  3. Recommends policy and procedure changes. Resolves problems with City departments relating to accounting and financial matters.
  4. Responsible for audit function. Deals with external auditors on City financial examinations.
  5. Serves as Budget Officer as defined by State law.
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**MINIMUM QUALIFICATIONS**

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Graduation from an accredited four year college or university with a degree in accounting, business management, finance or a closely related field and four years accounting experience, or any equivalent combination of related education and experience

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of advanced accounting principles and methods; knowledge of City payroll and benefits accounting and procedures; knowledge of City, state and federal tax and reporting requirements; knowledge of auditing principles and procedures.
2. Skill in the operation of micro-computers and spreadsheet software.
3. Ability to reconcile complicated accounts and complete general ledger bookkeeping; ability to

supervise and motivate personnel.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: \_\_\_\_\_

Effective Date: July 1, 1999 (grade change)

Revision History: 1990