

Lindon City
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LINDON CITY JOB OPENING

Assistant Finance Director

\$64,334 to \$96,345 annually (DOQ)
Open Until Filled

Lindon City is seeking qualified applicants to fill an opening for the position of Assistant Finance Director in the Lindon City Administration office.

Lindon City, Utah (pop. ~12,000) is a vibrant, growing community situated along the Wasatch Mountains about 45 minutes south of Salt Lake City. In 2009, 2011, and 2013 Lindon City was ranked by CNN Money Magazine as one of the 100 'Best Places to Live in America' and is consistently recognized as one of the best communities in Utah County to construct a home or business. Lindon is a family friendly community with potential for significant commercial and industrial growth along its Interstate-15 corridor.

APPLICATION REQUIREMENTS:

Applications must include the following:

- Current resume;
- Cover letter and/or other writing sample;
- Completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm>).

Finalists for the position may be required to perform additional skills analysis testing prior to final selection.

Job Description:

TITLE:	Assistant Finance Director
WAGE:	Range 23; (\$64,334 to \$96,345 annually, DOQ) + Full Benefits (medical, dental, 401k, URS retirement pension, vacation, sick leave, etc.).
DEPARTMENT:	Finance Department
STATUS:	Regular Full-Time
FLSA CODE:	Exempt

NATURE OF THE WORK

The Assistant Finance Director works under the direction of the Finance Director and assists in planning, organizing, managing, and providing administrative direction and oversight for major finance projects, special projects, budget and accounting functions and activities of the Finance Department. This position may also have supervisory responsibilities of Finance Department staff as directed by the Finance Director.

EXAMPLES OF DUTIES

- Assists in the directing and maintenance of the City's financial transactions in a manner consistent with Generally Accepted Accounting Principles and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.

- May supervise the personnel in the Finance Department as directed by the Finance Director.
- Works with the Finance Director in developing appropriate revenue forecasting and expenditures models and monitors the financial condition of the City.
- Coordinates, under the direction of the Finance Director, audits with outside auditors.
- Assists in the preparation of financial and budget documents including the annual city budget and CAFR.
- Prepares monthly financial reports for various city departments.
- Responsible for special financial projects as assigned.
- May attend City Council meetings as assigned.
- Implements and enforces City financial controls and procedures.
- Maintains all financial records for audit, historical information and legal purposes.
- Consults with departments on fiscal policy and financial impacts, as assigned.
- Oversees various financial activities as assigned by the Finance Director including the preparation of audit, budget, capital asset, inventory, bond issuance, cash management, utility billing, treasury, investments, etc.
- Acts as the designated backup to the payroll, accounts payable, and utility billing functions.
- Tracks various grants for accounting and reporting purposes.
- Oversees delinquent account management and collection activities.
- Performs a wide variety of additional financial management tasks.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of principles and practices of finance, investment and cash management, budget, and public accounting including business administration, program development, implementation, and management in a municipal setting.
- Comprehensive knowledge of governmental Generally Accepted Accounting Practices (GAAP).
- Comprehensive knowledge of Government Accounting Standards Board (GASB) principles.
- Knowledge and ability to prepare and administer a municipal budget.
- Comprehensive knowledge of administrative management principles, practices and equipment.
- Considerable knowledge of the principles and practices of statistics with particular reference to their application to financial and operational activities.
- Ability to analyze and interpret fiscal and accounting records and prepare accurate and complete financial statements from such records. Also required is the ability to prepare difficult and complex financial and administrative reports.
- Must be able to balance multiple conflicting priorities and make recommendations and decisions concerning priorities.
- Ability to present reports and financial information effectively in private and public settings.
- Ability to collect, organize, and analyze often complex information and convert it into clear, concise reports, to carry out statistical functions and to apply word processing, spreadsheet, presentation, database, e-mail/scheduler, and other personal computer applications.
- Must be able to operate Caselle software and similar accounting applications; Microsoft Excel, Word, PowerPoint.
- Must be able to communicate effectively both orally and in writing.
- Must be able to organize and delegate assignments to staff members.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's Degree in accounting, finance or related field, and at least three (3) years of progressively responsible experience in governmental accounting and administration of financial policies and procedures, with at least one

year of supervisory experience. A Master degree in closely related field or Certified Public Accountant (CPA) licensure may substitute for one year of finance/accounting experience.

LICENSES AND CERTIFICATES

- A Certified Government Finance Officer (CGFM) or Certified Public Finance Officer (CPFO) designation is preferred.
- Certified Public Accountant (CPA) license is preferred.
- Valid State of Utah driver license w/ no significant violations or restrictions that prohibit ability to perform essential job duties.

WORKING ENVIRONMENT

Normal office setting and surroundings; required to work at a computer station for significant periods of time during the work day; may be required to attend occasional night-time meetings; work is often performed under deadlines and time constraints. This positions requires the ability to hear, see, communicate, sit, stand, walk, crouch, and physical mobility to navigate through normal office environments; requires light physical effort including light lifting.

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to any offer of employment being effective.

Lindon City is an Equal Opportunity Employer.