



LEHI CITY POSITION OPENING

Assistant Finance Director/City Treasurer

CLOSING DATE: June 29, 2016, 5:00 p.m. MDT

SALARY RANGE: \$66,855 - \$96,940, DOQ

STATUS: Full-time with benefits (health, dental, vision, life, retirement, paid leave, etc.)

DEPARTMENT: Finance

RESPONSIBILITIES: Under the guidance and direction of the Finance Director, performs a variety of administrative, first-line supervisory, and technical duties related to controlling the receiving, receipting and investing of city funds. Supervises and manages utility billing and collection functions. Serves as custodian of the city treasury.

- Functions as a member of the city management team; assists finance director in establishing departmental goals and objectives; attends senior staff meetings and participates in citywide decision making processes
- Responsible for all public funds; acts as custodian of all moneys, bonds and securities and maintains accurate and detailed account of the same; makes payment of bonds and interest coupons until fully paid; assures proper filing of canceled bond coupons; collects special taxes and assessments as provided by law and ordinance; maintains record of collections
- Establishes methods and systems for the management of the city treasurer's office; organizes the office processes, procedures, and methods as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10;
- Coordinates city-wide budget process; assists various department heads in the analysis and development of budget proposals
- Evaluates the adequacy of established service fees and recommends changes; assists with various fiscal administration and review projects, works with external auditors and prepares audit work documents; reviews various system entries to verify accuracy for GAAP reporting.
- Supervises clerical personnel involved in the day-to-day process of issuing utility billings and receiving and receipting payments; oversees and participates in the data entry of utility readings
- Invests idle City funds in accordance with State laws and regulations; assures secure and safe keeping of investment certificates; prepares monthly money management report; assures investments comply with established law; reconciles investment fund with general ledger.
- Analyzes bank transactions; monitors city cash flow; assures availability of sufficient funds to cover city financial needs and issued checks; makes fund transfers as needed; signs city checks; prepares daily reports showing cash receipts and monitors running daily balance.

MINIMUM REQUIREMENTS: Graduation from an accredited college with a Bachelor's degree in accounting PLUS six (6) years of progressively responsible experience in accounting; Preferred to have Master's degree or be a Certified Public Accountant (CPA).

- Must be bondable to a dollar limit prescribed by statute.
- **Considerable knowledge** of municipal investment practices and options; laws and regulations

governing receiving, accounting and investment of municipal funds; city utility billing procedures; municipal and uniform accounting principles, practices and procedures; bond requirements and special district procedures; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act.

- **Working knowledge** of municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; computer accounting applications and various software programs; business and technical writing; operation of standard office equipment; mathematics related to investment and finance; interpersonal communication skills and telephone etiquette; public relations.
- **Ability to** analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (DOS) in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate and discipline subordinates.

APPLICATION: Each applicant is required to turn in a Lehi City application, a letter of interest, an updated resume, and copies of applicable certifications to Human Resources, via apply@lehi-ut.gov or to 153 N 100 E, Lehi, Utah 84043 . Only applications from candidates that meet the above requirements and qualifications will be accepted and considered.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.