



Financial Controller

Wasatch Front Waste and Recycling District

The starting salary is \$95,000 - \$105,000 pending experience. The District provides a comprehensive range of benefits, health with an 80/20 premium split, dental, vision, holidays, vacation/sick leave, and the Utah State Retirement (URS) plan.

The District does not participate in the Social Security System and provides an alternative plan with investment accounts through the ICMA-Retirement Corp where the employer and employee's contributions are invested with 100% of the contributions and earnings are the employees upon retirement.

Work Hours: Generally, the standard business hours of Monday - Friday, 8:00-5:00 with twice a month 7:00 a.m. start times to attend employee meetings, trainings and any participate in needed field visits for evaluation and team building. There will be periodic evening hours as required for public hearings and meetings. Office location: 604 West 6960 So Midvale UT. Preferred start date: January 7, 2019.

Submit applications on line at wasatchfrontwaste.org/about/join our team a link from there will guide candidates to www.governmentjobs.com/careers/wasatchfrontwaste

Inquires may also be directed to Andrea Murdock, HR Manager via Email: hr@wasatchfrontwaste.org or by phone at 385-468-6327, or to Pam Roberts, Executive Director at 385-468-6342.

Overview: This position is appointed by the Executive Director with the Administrative Control Board's approval. The person filling this vacancy will report directly to the Executive Director and is responsible for the direct oversight of the District's budget, finance, billing and payroll functions. Annual budgets include revenues and expenditures in the amounts of \$23,000,000 including capital purchases.

WFWRD is a Special Service District and a government entity. The organization is fee based and operates as an enterprise fund under Utah State Statutes and Regulations. The District boundaries include the Metro Townships of Kearns, Magna, Emigration Canyon, White City and Copperton and the cities of Millcreek, Herriman, Cottonwood Heights, Holladay, Taylorsville, and portions of Murray City and Sandy Cities and the remaining Unincorporated Salt Lake County.

WFWRD's mission is to provide sustainable, integrated waste and recycling collections for the health and safety of our community...because not everything fits in the can. WFWRD currently employs 88 full time and 36 seasonal employees and provides waste and recycling collection services for over 84,000 residential homes in the Salt Lake Valley as well as intergovernmental facilities.

Specific responsibilities: Working closely with the Executive Director to prepare and present an annual budget and quarterly reports to go before the Board. Provides oversight for payroll, customer billing, accounts receivable/payable, procurement processes, assets and general ledger.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business, or a closely related field.
- Six (6) years of experience working in a business environment, preferably in government.
- Two (2) years in a supervisory role and preference may be given if serving at the executive level of an organization or agency.
- Must be bondable.
- Certified Public Accountant or graduate degree, is also preferred, but not required.
- Must have or be able to obtain a valid Utah Driver's License.

Major Duties:

- Under the delegation and supervision of the Executive Director, serves as the Budget Officer for the District and ensures the required compliance with all federal, state and local laws and regulations related to WFWRD's budget and finance management practices including the District's investment accounts.
- Maximizes return on financial assets by establishing financial policies, procedures, controls and reporting systems.
- Provides effective management and leadership for the Finance Team, which includes an assistant controller, customer accounts coordinator, a billing and a payroll technician.
- Works alongside the Executive Director and is an active leader of the entire WFWRD team and gains an understanding of the WFWRD culture and existing working team dynamics.

Knowledge, Skills & Abilities

- Ability to properly apply laws, regulations and Generally Accepted Accounting Principles to governmental enterprise operations and financial reporting.
- Extensive knowledge of general ledger, accounts payable and receivable, payroll, fixed assets, and cost accounting.
- Proficiency in the use of automated systems for accounting and financial reporting, including working knowledge of spreadsheets, word processing and database programs.
 - Preference may be given for experience working with Caselle.
- Ability to prepare and present reports and statistics reflecting assets, liabilities, financial transactions, cash balances and other financial results.
- Establish and maintain working relationships with elected officials, management and executive teams and subordinates.
- Communicates effectively orally and in writing.

Working Conditions:

- Office setting with some field visits to gain an understanding of service delivery.
- Light physical effort in handling light weights, occasional lifting and moving up to 25 lbs.
- Possible driving of personal vehicle, or district light duty trucks.
- Defensive Driving course is required to obtain mileage reimbursement or for operating the District's light duty vehicles.