

Oquirrh Recreation and Parks District dba KEARNS OQUIRRH PARK FITNESS CENTER

POSITION TITLE: Controller/Asst. Director (Exempt)

DATE OF REVIEW: 5/18/19

COMPENSATION: Grade 21; \$67,952 to \$101,928 annually

DEPARTMENT: Administration

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:

Executive Director

POSITION DIRECTLY SUPERVISES:

Accountant/HR Specialist, Membership Coordinator, Center staff in the absence of the Director and others as assigned

POSITION PURPOSE:

Under the direction of the Executive Director, serves as the Oquirrh Recreation and Parks District Controller and Assistant Director. Directs all financial, human resources, insurance, membership and information technology needs for the District. Supervises the Membership Coordinator and HR/Accounting Specialist. Provides support and reporting to the District Board of Trustees. Serves as acting Director upon the absence of the Director. Upon a vacancy of the Executive Director position, the Controller/Asst. Director may submit his or her name as a candidate for the position, but no such promotion is guaranteed.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Directs financial activities of the District

- a. Performs professional, administrative and supervisory duties related to forecasting, planning, organizing, controlling, analyzing and coordinating the implementation and monitoring of the District accounting and financial reporting system, including budget, accounts payable, payroll, billing, and purchasing.
- b. Plans, organizes and directs cash flow management for day to day business and capital improvement projects.
- c. Projects and tracks taxes for the District.
- d. Establishes and directs all accounting and general ledger applications and procedures as needed to comply with uniform accounting guidelines and standards.
- e. Conducts internal audits as necessary and prepares for annual financial audits, interfacing with outside auditors on annual certified audit.
- f. Follows Governmental Accounting Standards (GAS) and reporting requirements for governmental entities.
- g. Prepares and presents reports to the Board of Trustees and administrative staff.
- h. Oversees the investment of funds in addition to the management of bonds, leases and loans.
- i. Oversee the annual budget process, assist and work with department managers to develop their budgets, and prepare the annual District budget.

2. Oversees Human Resources compliance and responsibilities

- a. Manage payroll for all employees for the District, certifying all taxes and deductions are properly distributed.
- b. Coordinates health insurance and retirement benefits for District employees.
- c. Ensure compliance with FLSA and other governmental laws.
- d. Maintain appropriate and required records for personnel.

3. Coordinate insurance needs for the District

- a. Evaluate, compare and ensure the District is properly insured for property, workers compensation and liability needs.
- b. Coordinate insurance claims with appropriate staff and agencies for an appropriate resolution.

4. Support and assist with Board of Trustees

- a. Serves as Clerk to the Board of Trustees for record retention and bi-annual elections.
- b. Attends Board meetings, ensuring minutes and recordings are properly recorded.
- c. Process GRAMA requests for the District.
- d. Fulfill the State of Utah's compliance requirements for Local Districts.
- e. Develops, evaluates and enforces policies and procedures, adopted by the Board of Trustees.

5. Supervises and directs Membership and Accounting Staff.

- a. Hire, direct, evaluate and provide corrective action where needed for the Membership Coordinator and Accounting/HR Specialist positions.
- b. Ensure productivity and appropriate confidentiality with staff.

6. Coordinate District Memberships

- a. Ensure membership requirements are obtained and maintained by members of the Fitness Center.
- b. Evaluate and problem solve any disputes that may arise from membership requirements.

7. Provides Information Technology support

- a. Coordinates computers, software and merchant services with other Managers and staff.
- b. Evaluates and determines appropriate POS software for the needs of the District.

8. Other duties as assigned

- a. Assists and participates in special events and programs hosted by KOPFC.
- b. Provides public relations with the public and other governmental agencies for the District.
- c. Promotes and provides customer service for the public.
- d. Attends seminars, conferences and conventions when appropriate.

QUALIFICATIONS:

Minimum Qualifications:

- 1. Graduation from an accredited four-year college or university with a bachelor's degree in Accounting or Finance – or a combination of education and relevant experience totaling nine years
- 2. Five years directly related work experience
- 3. Three years supervisory experience
- 4. Knowledge of governmental accounting, financial accounting, budgeting, and GAAP
- 5. Ability to resolve complex accounting problems, including internal controls, and recommend changes in policies and procedures
- 6. Ability to design and maintain various accounting systems and to detect, analyze, interpret, and report potential fiscal findings
- 7. Thorough knowledge of Excel, automated payroll and Sage 50 accounting software
- 8. Knowledge of FLSA and good human resource practices
- 9. Ability to prepare and present technical reports both orally and in writing
- 10. Strong leadership and supervisory abilities
- 11. Ability to work in a team environment and relate to the general public
- 12. Must be bondable and possess a valid driver's license

Desired Qualifications:

- 1. Master's Degree in accounting or business from an accredited college or university
- 2. Additional years of experience in accounting and supervisory role
- 3. Knowledge of Local District requirements and regulations

WORKING CONDITIONS:

- 1. Willing and available to work evenings, weekends, and holidays
- 2. Occasional travel
- 3. Light physical activity including typing, intermittent sitting, standing and walking
- 4. Exposure to stressful situations as a result of human behavior and stringent deadlines

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.