



Oquirrh Recreation and Parks District dba  
**KEARNS OQUIRRH PARK FITNESS CENTER**  
**JOB ANNOUNCEMENT**

**POSITION TITLE: Controller (Exempt)**

COMPENSATION: Grade 20; \$61,110 to \$91,645 annually      DEPARTMENT: Administration  
POSITION REPORTS TO: Executive Director  
POSITION DIRECTLY SUPERVISES: Accountant/HR Specialists and others as assigned

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**POSITION PURPOSE:**

Under the direction of the Executive Director, serves as the Oquirrh Recreation and Parks District Controller. Directs and supports the maintaining, administering, and developing of financial systems, services, and programs including budget, payables, payroll, and analysis of financial data. Provide support with human resource and IT functions. Supervises Accounting/HR Specialists and others as assigned. Provides support and reporting to the District Board of Trustees. May serve as acting Director upon the absence of the Director.

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**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

1. **Directs financial activities of the District**
  2. **Human Resources compliance and responsibilities**
  3. **Coordinate insurance needs for the District**
  4. **Support and assist with Board of Trustees**
  5. **Supervises Accounting and other staff.**
  6. **Coordinates Information Technology support**
  7. **Other duties as assigned**
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**QUALIFICATIONS:**

**Minimum Qualifications:**

- a) 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.
- b) Five years directly related work experience.
- c) Three years supervisory experience.
- d) Knowledge of governmental accounting, financial accounting, budgeting, and GAAP.
- e) Ability to resolve complex accounting problems, including internal controls, and recommend changes in policies and procedures.
- f) Ability to design and maintain various accounting systems and to detect, analyze, interpret, and report potential fiscal findings.
- g) Thorough knowledge of Excel, automated payroll, and software such as QuickBooks Enterprise.
- h) Ability to prepare and present technical reports both orally and in writing.
- i) Strong leadership and supervisory abilities.
- j) Ability to work in a team environment and relate to the general public.
- k) Must be bondable and possess a valid driver's license.

**Desired Qualifications:**

- a) Master's Degree in accounting or business from an accredited college or university
  - b) Additional years of experience in accounting and supervisory role
  - c) Knowledge of Local District requirements and regulations
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Please submit application, resume, cover letter and supplemental documentation (certificates, degrees, etc.)  
to: Chris Johnson at [cjohnson@KOPFC.com](mailto:cjohnson@KOPFC.com) or mail to:  
KOPFC, 5624 S Cougar Lane, Kearns, UT 84118.  
Closing date is Wednesday, September 29, 2021 at midnight.

For a complete job description, please email:  
Kevin Schmidt, Exec. Director at [kschmidt@kopfc.com](mailto:kschmidt@kopfc.com)

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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.