

South Jordan City

Job Description

Title: Associate Director of Finance
Org Code: 100120
Pay Grade: GS22

Effective Date: 5/25/2025
FLSA: Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of managerial, administrative, and operational duties related to Finance. Work directly with the CFO, City Manager, Senior Leadership, elected officials and staff to carry out citywide policies and initiatives. Work assignments are expected to include Priority Based Budgeting Program, specific program and process innovation, Capital Improvement Program budgeting and coordination, Utility Billing, Payroll, and CDBG grant. Represent the CFO in meetings as directed.

SUPERVISOR

Chief Financial Officer/Budget Officer

POSITION(S) SUPERVISED

Senior Accountant
Utility Billing Manager

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Demonstrate continuous effort to enhance department communications, solve problems, improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Perform administrative and analysis work involving research, problem and dispute resolutions, program or project management, statistical analyses, and preparation of reports and presentations as determined by the CFO.

Work with City staff to perform program and project analysis using tools and principles of Strategic Planning, Priority Based Budgeting, and Lean Six Sigma.

Assist in implementing the city's strategic plan.

Oversee and manage Utility Billing, Payroll, and CDBG grant functions.

Lead budgeting process of Capital Improvements Programs.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree from an accredited college or university with major course work in public administration, finance, business, or related field;

AND

- B. Four or more years working within local or municipal government, elected officials or other closely related experience. Education may be substituted for required experience (one for one, up to two years maximum)

2. Special Qualifications:

Valid Utah Class D Driver License.

Master of Public Administration Internship experience preferred

Must have the ability to attend City Council and other City events as needed.

MPA, MBA, or other Master's Degree preferred.

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of economic, financial, and accounting principles and practices, and the analysis and reporting of such data.

Knowledge of municipal budgets and associated funds.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of arithmetic, algebra, statistics, and their applications. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Ability to operate a personal computer and Microsoft products. Moderate knowledge of spreadsheet programs to create reports for analysis and process improvement.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. Develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

Knowledge of public sector laws and regulations.

Comprehensive, technical knowledge of a technical field with use of analytical judgement and decision-making abilities.

Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Ability to read and comprehend reports, development agreements, council actions, and trade journals at a college level.

Ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, and decimals. Comprehensive skills to handle budget process needs and analyze numeric data.

Skill in public relations; making presentations, writing reports and other communication practices

Ability to operate a personal computer and Microsoft office products.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Associate Director of Finance	EEO-4 Class:	Admin. Support
Location:	Executive	EEOP Class:	Admin. Support
Group/BU:	General Pay Plan	Tech-Net Match:	Benchmark AD