



Job Announcement for Farmington City *Finance Director*

Farmington City, Utah, is accepting applications for a new Finance Director. The City is seeking a Finance Director with a bachelor's degree in accounting, finance, business administration or equivalent. This position will be open until May 17, 2019.

About Farmington:

This friendly town is located in Davis County, Utah. It is part of the Ogden-Clearfield, Utah Metropolitan Statistical Area. It occupies a narrow strip of land tucked snugly against the base of the Wasatch Mountains and lies 20 minutes from Salt Lake City's job and cultural opportunities. The City currently has a population of 24,500. Farmington was ranked 12th best place to live in CNN Money's 2011 list of America's Best Small Towns. Farmington is safe and quiet. That's not to say it's not fun; in the center of town is Lagoon, a 125-year-old amusement park that attracts visitors from all over Utah. It is also home to Station Park, an amazing outdoor shopping center which features upscale retail, dining and entertainment, featuring a park, children's play area, outdoor winter skating rink and a world-class show fountain. Farmington has a mix of expensive turn-of-the-century houses and more affordable homes. What's more, Farmington's taxes are low, yet the town is in excellent financial shape.

Position Description:

Works under the direction of the City Manager with adherence to broad policy guidance of Mayor and City Council. Thorough knowledge of generally accepted accounting principles (GAAP), practices and procedures; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; the Uniform Municipal Fiscal Procedures Act; budgeting and accounting and related procedures; local investment options and opportunities; and mathematics and advanced accounting.

Monitors city cash management and investment program; performs duties as internal auditor to control and manage and supervise city-wide accounting, financial reporting and budgeting; oversees city data and information processing, payroll, accounts payable, monitors utility billing, utility collections, and business licensing.

Assists in the preparation of the city-wide budget; assists in coordination of the budget development process with various city department heads; assists in the forecasting of revenues and expenditures; provides the city manager, mayor, council and department heads with information and recommendations for efficient fiscal administration; recommends fiscal related

rules, regulations, policies and procedures and implements the same upon approval; assures city fiscal activities conform to statutory and generally accepted accounting principles; monitors revenues and expenditures and appraises management of revenue shortfalls, expenditure overruns and non-compliance situations.

Plans, organizes and supervises the process for receiving and disbursing city finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; initiates and participates in the recruitment and selection of department staff; develops and conducts staff training.

Coordinates annual external audit; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prints year end reports; prepares annual financial report and historical reports.

Serves as internal audit; examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures city-wide compliance to established budgets.

Performs monthly comprehensive bank reconciliation of book and bank balances to true cash balances for all funds.

Salary and benefits:

This is an exempt position with a salary range of \$74,000 to \$112,000/yr. (full range). Starting Salary D.O.Q. The City currently provides excellent benefits that include State retirement, health and dental coverage, vacation and sick pay, disability, life insurance, and paid holidays.

Qualifications:

- A. Graduation from college with a bachelor's degree in accounting, finance, business administration or equivalent university or college credit hours in accounting or finance to satisfy core requirements for such a degree;

AND

- B. Four (4) years of progressively responsible experience in government accounting or related duties;

OR

- C. An equivalent combination of education or experience.

Resumes:

More detailed job description can be found on our website at www.farmington.utah.gov. Resumes/Applications should be submitted to the City Recorder at PO Box 160, Farmington, Utah 84025 or electronically at the following email address; hgadd@farmington.utah.gov.

Questions:

For questions regarding this position or general questions about Farmington City contact City Manager, Shane Pace via email space@farmington.utah.gov or by phone 801-939-9203.