

Oquirrh Recreation and Parks District dba
KEARNS OQUIRRH PARK FITNESS CENTER



JOB ANNOUNCEMENT

POSITION TITLE: Controller/Asst. Director (Exempt)

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

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

CLOSING DATE: Sunday, June 2, 2019

DEPARTMENT: Administration

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
2. Oversees Human Resources compliance and responsibilities
3. Coordinate insurance needs for the District
4. Support and assist with Board of Trustees
5. Supervises and directs Membership and Accounting Staff.
6. Coordinate District Memberships
7. Provides Information Technology support
8. Other duties as assigned

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

Please submit resume to Chris Johnson at cjohnson@KOPFC.com or mail to KOPFC, 5624 S Cougar Lane, Kearns, UT 84118. Closing date is Sunday, June 2, 2019 at midnight.

For a complete job description, please email Patti Hansen, Exec. Director at phansen@kopfc.com

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.