



## Wasatch Front Waste and Recycling District

invites applications for the position of

### Finance Director/CFO

**Salary Range:** \$132,392 - \$185,349 annually depending on experience.  
**Opening Date:** Position is open until filled but may close any time after June 28<sup>th</sup>, 2024.  
**Apply online at:** <https://www.governmentjobs.com/careers/wasatchfrontwaste>

### **INTRODUCTION**

Wasatch Front Waste & Recycling District is in search of an adaptable and dynamic leader preferably with some public sector experience. Our team provides waste and recycling collections to 86,000 homes within 14 municipalities in Salt Lake County.

This position is appointed by the General Manager/CEO with the Board of Trustee's consent. This position serves as the General Manager's designee to provide the direct oversight of the District's budget and finances, and for keeping the District in compliance with all laws and regulations related to government finance and reporting. Serves as the District Chief Financial Officer, ensures proper internal control mechanisms for cash handling and accounting functions. Performs extensive and complex accounting functions.

This is a key leadership position on the executive management team, which is responsible for strategic planning that aligns with the district's vision, mission and goals serving our communities. Both strategic and critical thinking abilities are essential along with both emotional and professional maturity to enhance the working culture.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance, Business or closely related field plus eight (8) years of related experience or an equivalent combination of education and experience for twelve (12) total years. Two (2) years of supervisory experience required. Must be bondable. CPA preferred.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Works closely with the General Manager to prepare and present an annual budget, quarterly financial reports, and other data/information to the Board of Trustees.

- Provides oversight for payroll, customer billing, accounts receivable/payable, procurement processes, assets and general ledger. Develops and helps to implement policies, procedures, and internal controls as they relate to the District's financial functions.
- Under the delegation and supervision of the CEO, serves as the Budget Officer for the District and ensures the required compliance with all federal, state and local laws and regulations related to WFWRD's budget and financial management practices including the District's investment accounts.
- Maximizes return on financial assets by monitoring funds deposited through the state and financial institutions.
- Provides effective leadership and management of the finance team. Effectively communicates performance expectations and conducts performance reviews for respective employees. Provides performance reports to the General Manager
- Serves as a member of the District's management and administrative teams. Provides effective leadership and supervision and fosters teamwork District wide.
- Works closely with operation managers to control costs and assist with program cost accounting, budget management, and planning.
- Prepares District Financial Reports, including quarterly financial reports, program cost accounting and financial forecasts. Assists with fee analysis and projections for future increases to sustain the organization.
- Manages and directs the District's annual financial audit and develops the Annual Comprehensive Financial Report (ACFR) if so desired.
- Prepares financial analyses.
- Reviews and performs extensive and complex accounting work.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

Knowledge of:

Theory and practice of governmental and commercial accounting in accordance with Generally Accepted Accounting Principles (GAAP).  
 Cost accounting methods and procedures.  
 Auditing principles and practices (GAAS).  
 Accounting systems and financial software programs.  
 Governmental fund accounting.  
 Budgeting principles and financial statements.  
 Public Money Management.  
 Gain Knowledge of District policies and procedures including purchasing and contract management.  
 Adaptive leadership techniques.

## Skills and Abilities to:

Effective problem identification and resolution.

Use of GAAP for measurement and disclosure of revenues, assets, and expenses.

Proficiency in the use of automated systems for accounting and financial reporting, including working knowledge of spreadsheets, word processing and database programs. Preference may be given for experience working with Caselle.

Read, analyze and act upon complex authoritative regulatory documents and contracts.

Ability to prepare and present reports and statistics reflecting assets, liabilities, financial transactions, cash balances and other financial results.

Establish and maintain working relationships with elected officials, management and executive teams, and subordinates.

Supervise and manage employees.

Communicates effectively orally and in writing.

Meet deadlines in stressful situations.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Office environment, long periods of sitting while completing repetitive work utilizing a computer.

Speaking, listening and writing are essential. Some field visits to gain an understanding of service delivery. Light physical effort in handling light weights, occasional lifting and moving up to 25 lbs.

Possible driving of personal vehicle.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

Work hours are generally Monday through Friday with some evening public meeting attendance.

Working more than 40 hours per week may be needed or required to meet timelines and priorities.

This job involves sitting, typing, interacting with co-workers, and the public.