



# Finance Manager - Sheriff

## Job Description

Department: Sheriff  
Position: Career Service, full time  
FLSA: Exempt  
Step Range: 55-67  
Supervisory: No  
Reports to: Under Sheriff

### Summary

The Finance Manager is responsible for the budget and accounting functions of the Sheriff's Office. The Sheriff's Office is the largest county department, with approximately 400 full-time and 200 time-limited or seasonal employees, two bureaus, and 12 divisions. This position collaborates with top leadership of the office to develop, present, implement, and control an annual budget of approximately \$47 million dollars. This complex budget includes 17 sub budgets, five funds (general, grant, outside law enforcement, inmate, and kitchen), 10 grants or outside funding sources, and over 77 cost centers. The Finance Manager is also responsible for ensuring through research, audits, reports, training, and personal interactions that these fiscal functions are consistently administered in compliance with county policies and government regulations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain fiscal oversight and conduct fiscal and administrative analyses on behalf of the Sheriff's Office. Make decisions requiring interpretation of agency policy and procedures related to management and finance. Diagnose financial problems and propose solutions.
2. Develop the department's annual operating, supplemental, and capital improvement budgets. Review and approve expenditures to ensure compliance with budgetary and policy guidelines. Recommend and implement budget adjustments as necessary. Develop guidelines and policies in collaboration with Sheriff to enhance fiscal efficiency and effectiveness.
3. Prepare and submit reports that summarize and forecast business activity and the department's financial position regarding revenue, budget, and grants based on past, present, and expected operations. Prepare and analyze financial and statistical information for various internal leaders and outside boards.
4. Monitor and oversee procurement functions of the department to ensure bidding procedures, interpretations, and award of contracts are completed in compliance with government regulations and contract provisions. Monitor internal lease reviews and collaborate with Public Works on questions and discrepancies.
5. Represent the department and the county in meetings with other counties, cities, and a variety of public and private organizations, and give presentations as necessary.

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6. Research, write, and review grant and funding requests and various intergovernmental service agreements.
7. Oversee approximately 10 grants totaling over 3 million dollars. Prepare or ensure preparation of comprehensive reporting needed for reimbursement, grant continuation or renewal, or auditing. Ensure grant retention schedule is adhered to.
8. Oversee and conduct departmental training programs related to budget planning and administration, grants, strategic planning, cost benefit analysis, and compliance with fiscal and administrative guidelines.
9. Plan, organize and supervise the process for receiving and disbursing agency finances as well as maintaining complete and accurate records of all financial transactions; submit financial reports to the Sheriff, as needed.
10. Coordinate data monitoring of fiscal information, as needed to meet internal and external objectives; assure reliability and accuracy of information gathering systems; prepare various reports related to budgets, costs, statistics, and trends; complete monthly budget versus actual and annual cost analysis and cost rate determinations.
11. Perform county management support activities such as preparing board agenda items, assessing the financial impact of proposed legislation, and conducting studies at the request of the Board of Commissioners. Attend weekly Commission meeting to answer questions regarding budgetary and financial requests and actions of the Sheriff's Office.
12. Act as liaison with the Auditor's Office for matters affecting the department's budget.
13. Exemplify the desired culture and philosophy of the organization and department.
14. Work effectively as a team member with members of management and staff.

**Knowledge:**

Government Accounting Standards (GASB)

Fund accounting, budgeting and general accounting principles and related statistical techniques

Operations and divisions of the Sheriff's Office including applicable laws and regulations

Budgeting, accounting and related statistical procedures

Grant application, tracking, reporting, renewal, and retention processes

Purchasing and procurement practices

State laws as they apply to department financial practices and procedures

Financial risk management and cost containment methods

Public administration

**Skills:**

Training all levels of staff in budget and grant preparations and tracking and related regulations, policies, and procedures

Microsoft Office

Report and spreadsheet creation

Record keeping and filing system creation and maintenance

**Abilities:**

Prepare and manage a large and complex budget

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Conduct in-depth research  
Investigate, analyze, and solve problems  
Coordinate financial matters with department and division administrators, other departments, and County administrators  
Communicate effectively verbally and in writing  
Establish and maintain effective working relationships  
Maintain confidentiality

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach, mentor, and trainer for other positions in the department for financial activities.

### **Work Environment**

This job operates in a professional office environment inside the Utah County Security Center. This role routinely uses standard office equipment such as a desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to sit, stand, walk, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

### **Position Type/ Expected Hours of Work.**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Master's degree related to finance, business administration, or accounting.
2. Two years of work experience performing accounting, finance, and/or budgeting functions.
3. Equivalent combinations of education and experience that include a related bachelor's degree and a minimum of four years of related work experience may also be considered.

### **Preferred Education and Experience**

1. Experience in government fiscal accounting.

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2. Certified Public Accountant (CPA).

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants are subject to, and must pass, a complete background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.****Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

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