



Today's Date: September 24, 2021

## \* POSITION ANNOUNCEMENT \*

### Assistant Finance Manager

Full-time Position



Snyderville Basin Water Reclamation District (“the District”) is now accepting applications for a full-time Assistant Finance Manager to work in the District Administrative office. Under the direction of the Finance Manager, this person will perform all human resource duties, including payroll administration. Will also have numerous financial duties, including routine accounts payable management, and learning the Finance Manager duties to serve as a backup in his/her absence.

Position pay range is \$68,546 - \$113,100 per year, with all full-time benefits including Utah State retirement, 401K, and insurances covering health, dental, life and disability. **A complete job description detailing job duties and requirements immediately follows this announcement page.**

Located just off the Jeremy Ranch exit on I-80 between Kimball Junction and Parley’s Summit, the District is located at one of the most beautiful places in the entire state or country. Applications may be obtained at: <http://www.sbwrld.org/wp-content/uploads/2013/06/Employment-Application.pdf> or at 2800 Homestead Road, Park City, Utah 84098. Position opened until filled. A first review of submitted applications & resumes is planned for Friday, October 1, 2021. In addition to the required completed application, a resume’ is encouraged. Questions may be directed to Brian Passey, Finance/HR Manager, by sending via email to [bpassey@sbwrld.org](mailto:bpassey@sbwrld.org) or by telephone (435)214-5226.

*The District is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. A pre-employment drug screen and background check is required following a formal job offer.*



## **Points to consider: Working for the District**

- *This new position takes the place of the incumbent Accounting Coordinator, who retires in January 2022 with 30+ years of service.*
- *Upon retirement of the Finance Manager (FM) within the next 5 years, and with satisfactory performance, the Assistant Finance Manager (AFM) may move into the FM's position. This is the District's intention.*
- *The District is very well managed and has a great, non-political work environment; Elected board members are District residents, are generally retired executives and are not politicians elsewhere.*
- *Employees have an average of 13+ years' longevity. Retirements account for most turnover here, which is infrequent.*
- *We have 14,000 customer accounts for sanitary sewer service – we have one multi-department enterprise fund.*
- *Unlike many special service districts, our local District is independent of county government. All required reporting is directly to the State of Utah, and occasionally to federal agencies relating to wastewater.*
- *The District has advantages of being a small employer with very competitive salaries and benefits. The District offices are located in an area with matchless natural beauty and recreational opportunities.*



Class Title: Assistant Finance Manager  
Department: Administration

Adopted: June 1, 2020  
Employment Status: Exempt

**SUMMARY:** Under the supervision of the Finance Manager. Responsible for Human Resource duties including management of wages and benefits, personnel policies and procedures, employee evaluations scheduling and results implementation. Performs payroll and accounts payable processing. Serves as backup in absence of Finance Manager, for meeting attendance and making non-binding, situational decisions. Also responsible for maintaining various human resource and financial files and documents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Human Resources:** Serves as the District HR specialist. Advises the General Manager and Finance Director regarding human resource practices and techniques to effectively plan for and manage the District workforce. Researches, compiles, analyzes and evaluates information about selection procedures, recruitment methods, benefits administration, compensation, job descriptions and related human resource practices

Makes recommendations to the General Manager and Finance Manager regarding the creation or revision of personnel policies and procedures. Provides updates on personnel policy changes to all employees.

Administers the District compensation plan including writing/updating job descriptions, classification/reclassification of positions, salary studies and benefit analyses.

Maintains knowledge of industry trends and employment legislation to ensure compliance and assists departmental managers in complying with labor laws and regulations. Works with departmental managers to promote career development, assess training needs and provide training opportunities.

As part of annual budget preparation, prepares wage and benefit estimates for all District departments and functions.

**Financial Administration:** Responsible for the accurate and timely processing of accounts payable (AP) checks, including entering invoice data, reviewing for accuracy, and error detection and any correction(s). Prior to issuing AP checks, submits balancing reports to Finance Manager for review and approval.

Responsible for the accurate and timely processing of payroll (PR) checks, including entering payroll data, reviewing for accuracy, error detection and making any correction(s). Prior to issuing AP checks, submits balancing reports to Finance Manager for review and approval. Prepare all periodic reports for approval and submission.



**Financial Administration** (continued): Prepares and reconciles daily funds received by the District. Makes or transmits funds received to the bank daily. Gives any cash deposits to Executive Secretary or Billing Coordinator, who make the deposit physically at an approved bank branch. Receives deposit slip receipt back from depositor and files with District financial records.

Maintains and updates various Administration Department files, lists and spreadsheets relating to accounts payable and payroll processing.

In his/her absence, works with Administrative Specialist to ensure that invoices received daily are organized and entered into the Caselle AP software system.

In the absence of the Finance Manager, assesses and prepares impact fee calculations as part of building permit applications for additions, remodels, and new construction.

At the request of the Finance Manager in his/her absence, performs financial duties including but not limited to the following: reconciling monthly bank statements, calculating and making correcting journal entries, producing and distributing accurate financial reports.

**Other:** Working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Regular and punctual attendance is required.

Attends Administration staff meetings.

Ability to interact and work well with the public, vendors, and co-workers. Assist Finance Manager, Billing Coordinator, and Administrative Specialist in accomplishing their jobs.

Greets the public and directs to the appropriate staff person for response. Assists public or takes messages when staff members are absent from the office.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION and/or EXPERIENCE:** Requires a degree from an accredited college or university in human resources, accounting or related field plus three years increasingly responsible professional accounting and/or human resource administration experience; or equivalent. Highly proficient use of a personal computer and related spreadsheet and word processing software programs is also required. Working knowledge of Caselle accounting software, Xpress Billpay web payment software preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Utah Driver License. Hold an ICS-100 Certificate (or must be able to obtain within six months of hire). SHRM, MBA, or related credentials or certifications preferred.

**OTHER SKILLS and ABILITIES:** Highly proficient mathematical, analytical, and general informational research skills a must. Familiar with use of geographic information system (GIS) and Internet as needed to acquire information pertinent to job responsibilities.

**DRUG TESTING:** SBWRD has adopted a NO TOLERANCE drug and alcohol policy. Individual must pass a post-offer, pre-employment drug and alcohol screen and may be subject to random drug and alcohol screening tests.



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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger; handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.