

METROPOLITAN WATER DISTRICT OF SALT LAKE & SANDY

JOB DESCRIPTION

Position Title: Controller/Clerk

Date: March 31, 2025

FLSA Status: Exempt

Summary Statement of Overall Purpose/Goal of Position:

As a member of the Administrative Department, under the general direction of the General Manager, this position is responsible for overseeing and managing the accounting and financial functions of Metro Water. This includes budgeting, financial reporting, grant management, bond administration, book keeping, general ledger reconciliation, accounts payable, bank reconciliations, accounts receivable, financial auditing, and risk management while ensuring compliance with financial regulations and audit requirements. The Controller will work closely with management and external partners to maintain fiscal health and ensure financial transparency. Supervises Accountant.

Essential Duties of the Controller:

- Oversees and manages all accounting activities of the District, including general ledger, accounts payable, accounts receivable, fixed assets, and other related activities while ensuring accurate and timely financial reporting.
- Oversees preparation of monthly financial reports and quarterly Finance Committee reports.
- Works with appropriate department staff to maintain list of capital assets.
- Oversees the annual financial audit by reconciling all accounts and preparing the work papers requested by the external auditors. Works closely with external auditors to ensure compliance and the accuracy of financial statements. Reviews the final audit report with the General Manager and Accountant.
- Assists the General Manager in preparing the annual budget, reserves, and beginning cash flow.
- Analyzes cash flow projections. Forecasts annual District revenues and recommends water and property tax rates to the General Manager.
- Assists the General Manager in requiring all District expenditures conform to the budget.
- Assists the General Manager in certifying the annual budget as finally adopted and filing the final budget with the State Auditor.
- Advises the General Manager regarding financial matters, records, budget, procedures, fiscal implications of actions, and other matters as needed.
- Administers the District's grant processes, including applying for and managing state, federal, and private grants.
- Maintains records of grant expenditures, ensuring that funds are spent in accordance with grant terms. Ensures compliance with reporting requirements.

- Assists in the planning and execution of financing initiatives, including new bond issues for capital improvements.
- As directed by the General Manager, collaborates with legal, financial, and external advisors on bond issuance, rate structures, and long-term financing strategies.
- Ensures proper internal controls are in place to safeguard the integrity of financial reporting.
- Provides financial analysis and recommendations to support long-term strategic planning and operational decision-making.
- Oversees District risk management activities and programs including liability insurance, property insurance, insurance brokers, and related matters.
- Prepares semi-annual deposit report.
- Coaches and counsels employees and conducts regular performance reviews. Resolves personnel issues regarding grievances, work assignments, and disciplinary actions in accordance with District policy.
- Oversees and recommends hiring, termination, and compensation of accounting staff.

Essential Duties of the Clerk:

- Performs the duties of the Clerk as outlined in the District's Policies and Procedures.
- Maintains the financial records of the District. Coordinates accounting functions with Accountant and consultants.
 - Certifies tax levy to the county auditor.
 - Presents a detailed financial report to the board.
 - Keeps a list of outstanding bonds, their purpose, amount, terms, date and place payable.
 - Oversees and prepares issuance of checks and electronic payments
- Attends board meetings and oversees a record of the proceedings.

Marginal Duties:

- Develops and maintains standard operating procedures for job related responsibilities.
- Supports other departments with financial related activities.
- Attends various meetings as assigned.
- Supports general office functions as needed.
- Performs other related duties as assigned.

Minimum Qualifications:

Education and Experience: Bachelor's Degree in Accounting, Finance, or related field and a minimum of six years of experience in accounting or financial management, preferably in the utility, public sector, or similar industries. A Master's Degree is preferred.

Certificates/Licenses: Valid Utah Driver's license. Certified Public Accountant (CPA) preferred.

Knowledge of: Personal computers along with software such as e-mail, appointment schedules, word processing, spreadsheets and financial software. Financial policies, organization, management, public administration, and Generally Accepted Accounting Principles (GAAP). Grant management, budgeting, bonding and investments. Uniform Chart of Accounts for Local Governments. District Policies & Procedures and standard operating procedures. General managerial and leadership techniques and skills. Enterprise fund accounting.

Abilities/Skills:

- Trend costs, identify areas where costs are increasing or where savings can be obtained.
- Comprehend and construct detailed memos, letters, other correspondence, and actively participate in group meetings.
- Read, analyze, and interpret technical procedures and governmental regulations.
- Prepare and make presentations on financial status to the board, financial agencies, employees and others.
- Converse effectively with others in both written and verbal communications.
- Learn the functions of the District, its purpose, organization, operation, relationship with other agencies, and related terminology.
- Apply common sense, analyze data and interpret results yielding varying outcomes that have an ultimate impact on overall District operations.
- Strong managerial, interpersonal, leadership, coaching, and conflict resolutions skills; time and project management skills; attention to detail, and organizational and file management skills.
- Use office productivity (word processing, spreadsheets, collaboration, presentation) and work management software proficiently.
- Provide and receive constructive feedback.
- Comply with proper health and safety practices, rules, and regulations.

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 regularly required to: talk, hear, sit, and perform repetitive wrist, hand and/or finger movements.

The employee is occasionally required to: sit, feel the attributes of objects, grasp, push, walk, reach with hands/arms, stoop, kneel, crouch, drive, climb and/or balance.

The employee must lift weight or exert force as follows:

- Regularly: 1 to 5 pounds
- Frequently: 6 to 10 pounds
- Occasionally: 11 to 15 pounds
- Rarely: 16 to 75 pounds

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision or the ability to judge distance and spatial relationships. Identify and distinguish colors and adjust the eye to bring an object into sharp focus. Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions:

Normally, working conditions are comfortable with light physical activity in an office environment. Travel to and from various District sites and training seminars may be required. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Prepared by: Sonya Shepherd Date: 3/31/2025

Approved by: Annala Munsey Date: Apr 31, 2025