

Snyderville Basin Special Recreation District Job Description

JOB TITLE: Business Manager		
DEPARTMENT: Administration		
REPORTS TO: District Director		
<ul style="list-style-type: none"> • Full-Time ○ Part-Time ○ Seasonal 	FLSA <ul style="list-style-type: none"> • Exempt ○ Non-Exempt 	<ul style="list-style-type: none"> ○ Safety-Sensitive • Not Safety-Sensitive

DESCRIPTION:

This position is responsible for managing all business operations, financial processes, and human resource functions of the District.

ESSENTIAL DUTIES:

Accounting

- ❖ Plan, organize, monitor, and coordinate preparation of District’s budgets for operations & maintenance, capital, impact fees, and debt service, with cooperation from the District Director and Department Managers
- ❖ Provide leadership and direction to accounting staff
- ❖ Prepare quarterly financial reports
- ❖ Responsible for all financial documents and reports required by local, county, state, or federal agencies
- ❖ Oversee District capital asset and depreciation database and updates in accordance with GASB 34
- ❖ Oversee general obligation bond debt service payments to be certain they are made on time
- ❖ Partner with the District Director in communication with financial advisors and bond counsel related to general obligation bond elections, debt issuance and continuing disclosure requirements of the District
- ❖ Recommend procedural or policy changes related to the District’s internal accounting controls
- ❖ Manage the work for the annual audit process
- ❖ Monitor fund balances and administer fund transfers as needed to cover payables or expenditures approved by the Board
- ❖ Assist the District Director and Department Managers with construction contract management for capital bonding, recording keeping and reports
- Provide oversight for the day-to-day account coding and general accounting functions including payables, receivables, payroll administration, sales tax reporting and general ledger
- ❖ Communicate effectively with the Summit County Treasurer and Auditor on setting tax rates, property tax disbursements, annual budgets, and District debt service payments
- ❖ Responsible for the annual tax rate worksheets
- ❖ Manage periodic updates to the calculation of impact fees for new development assessed by the District
- ❖ Provide input to the Director as requested related to fund transfers, tax rate worksheets, certification of budget, continuing disclosure, annual independent audit, and other District documents as required by law
- ❖ Accountable for properly noticed public hearings during the budget adoption process, including truth in taxation advertisements as necessary

Human Resources

- ❖ Manage and provide leadership and direction to human resources staff, along with innovative ideas to improve the District’s human resources program
- ❖ Manage workers compensation insurance
- ❖ Manage the District’s benefits programs
- ❖ Work with the Management Team to provide oversight for the District’s employee evaluation program
- ❖ Oversee processing and retention of employee records
- ❖ Oversee the District employment verification program

Administration/General

- ❖ Lead and oversee day-to-day District operations
- ❖ Serve as a member of the leadership team and provide input to implement the vision, mission, and core values of the District
- ❖ Maintain a working knowledge of District Human Resources and Accounting software programs. Recommend any needed upgrades/changes and ensure that appropriate staff have the training and tools necessary to utilize these tools in the performance of their jobs.
- ❖ Acquire and annually maintain a Utah State Records Officer certification
- ❖ Administer service contracts for administrative services
- ❖ Administer the District’s insurance plans for liability, auto, and property
- ❖ Update District policies with the District Management Team
- ❖ Attend all District Board Meetings
- ❖ Assist Board Members in gaining a better understanding of special district legislation, and changes in Utah Law affecting the District

<ul style="list-style-type: none"> ❖ Collaborate with the District Director in overseeing legal matters of the District related to compliance with changes in Utah Code ❖ Perform all duties with safety as a top priority ❖ Perform all duties while consistently upholding and demonstrating the District's Core Values as stated in the Policies and Procedures
<p>MARGINAL DUTIES:</p> <ul style="list-style-type: none"> ❖ Assist other departments when needed ❖ Other duties as assigned
<p>QUALIFICATIONS:</p> <p>Required:</p> <ul style="list-style-type: none"> ❖ Bachelor's degree in accounting, finance, business, or closely related field ❖ Five to seven (5-7) years of experience in governmental and/or financial accounting ❖ Supervisory experience ❖ Any equivalent combination of education and experience may be substituted for the above requirements ❖ Proficiency in MS Office applications and accounting software ❖ Excellent written and verbal communication skills <p>Desirable:</p> <ul style="list-style-type: none"> ❖ Certified Public Accountant (CPA) or Certified Public Financial Officer (CPFO) ❖ Experience in human resources management ❖ Current CPR and First Aid certifications
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> ❖ Knowledge of generally accepted accounting principles set by the Governmental Accounting Standards Board (GASB) including requirements for asset capitalization and GASB 34 compliance ❖ Ability to prepare and monitor budgets and assist in audits ❖ Knowledge of asset management ❖ Computer skills including working knowledge and experience in Windows operating systems, MS Office Pro Applications, and accounting software ❖ Human resources benefit administration ❖ Knowledge of federal, state, and local labor laws ❖ Ability to work with confidential information and maintain confidentiality ❖ Ability to make public presentations ❖ Strong attention to detail ❖ Ability to communicate both verbally and in writing ❖ Ability to work independently with minimal supervision ❖ Strong interpersonal skills with ability to work as a member of a team ❖ Knowledge of Utah sales and use tax regulations
<p>SUPERVISORY RESPONSIBILITY:</p> <p>This position has supervisory responsibility.</p>
<p>PHYSICAL DEMANDS, APPTITUDES AND WORK CONDITIONS:</p> <ul style="list-style-type: none"> ❖ Duties require interaction with a variety of people ❖ Physical exertion includes bending and the ability to lift and carry up to twenty-five (25) pounds unassisted, pushing, pulling, and kneeling to move equipment and supplies ❖ Frequent focus on a computer screen ❖ Manual dexterity and coordination ❖ Daily precise control of fingers and hand movements while operating computer keyboard, telephone, and standard office equipment ❖ Daily standing or sitting for prolong periods of time ❖ Occasional crouching, crawling, bending, kneeling, climbing, or balancing ❖ Occasional dealing with distraught or difficult individuals ❖ May require working evenings, weekends and/or holidays
<p>OTHER REQUIREMENTS:</p> <p>If offered a position with the District, employment will be conditioned upon the results of a background check.</p>

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.