

ROY WATER CONSERVANCY DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: FINANCE CLERK

JOB ID:

STATUS:Active

EFFECTIVE DATE: 12/11/2019

BENCHMARKED TO: [None]

SAFETY SENSITIVE: [None]

SUPERVISORY LEVEL: [None]

PAY RANGE: \$27.46 – \$45.00

FLSA Exempt: No

EEO DESIGNATION: Professionals

WORKING CONDITIONS: Everyday Risks

PHYSICAL REQUIREMENTS: Sedentary

PURPOSE AND DISTINGUISHING CHARACTERISTICS

(Description of the job which distinguishes it from other job(s) in a series or family)

Incumbents in this job provide financial management to the District including the identification, description appraisal, scheduling and classification of financial records series and District financial and human resource records management systems in accordance with State Archives policies; appraise and evaluate financial records for administrative, fiscal, legal, historical and research values; process permanent archival records for research use; and assist District representatives in scanning technology including guidelines for scanning public records, and assessing District scanning technology needs. Also maintains security of classified and confidential records. Incumbents in this job must possess a thorough knowledge of pertinent policies and procedures in order to manage the District financial program. This job requires advanced skill in both utilizing and interfacing computerized finance systems, and in understanding system behavior related to unusual or specific circumstances. Incumbents in this job present and defend practices, and interpret complex reports and fiscal statements; resolve, reconcile and adjust for special conditions; and participate in developing, modifying, or enhancing appropriate fiscal policies, procedures and practices. Develops and interprets financial and human resource reports. Incumbents research financial problem areas and exercise decision making in recording and analyzing financial and human resource data. May supervise subordinate staff including determining workload and delegating assignments and training.

EXAMPES OF TASKS

(More specific information about the job can be found in the Purpose and Distinguishing Characteristics. This list contains tasks that are typically associated with the job. It is not all-inclusive and may vary from position to position. The District may, depending on the specific nature of the position, modify these tasks and/or identify additional tasks, based on a current position analysis.)

- Coordinates and/or acts as a liaison between public or District employees and other agencies, State Auditor, State Archives, organizations suppliers, etc.
- Monitors and/or coordinates physical storage, retrieval and destruction of financial records.
- Performs descriptive and subject cataloging for financial records; creates original cataloging systems; consults with District employees and state agencies on problems in cataloging and collection management of financial records; performs general consulting with District employees regarding financial records.
- Maintains accurate financial records and logs.
- Acts as a resource to provide information or determine the most effective way of meeting the financial needs of management, staff, clients or customers.
- Provides technical assistance on agency issues, services, program(s), and/or computer hardware and software, etc.
- Manages accounting or budget activities and provides fiscal information.
- Manages activities related to human resources.
- Researches and reviews financial records, schedules, reports, and/or problem areas.

- Develops and/or interprets fiscal statements and reports.
- Reviews fiscal operations to ensure integrity, accuracy, and control of data.
- Designs, enhances, or implements systems and/or subsystems that reflect the changing needs of the District.
- Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these KSAs and/or identify additional KSAs, based on a current positions analysis.)

- laws governing access to public and private financial records (Government Records Access and Management Act)
- principles, theories, and practices of financial management
- develop and/or implement new policies/procedures/standards and/or rules/regulations
- principles, theories, and practices of finances and accounting
- principles, theories, and practices of human resources
- research methods, techniques, and/or sources of information
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- understand, communicate, and work effectively with other accounting and finance professionals
- enter, transcribe, record, store, or maintain information in either written or electronic form.
- establish, organize and/or maintain financial files
- deal with people in a manner which shows sensitivity, tact, and professionalism
- principles and theories and practices of scanning technology
- financial markets, models, and banking
- use automated accounting and/or financial computer systems
- prepare financial and accounting reports and documentation
- principles, theories, and practice of budget management
- fiscal/financial management
- applicable laws, rules, regulations and/or policies and procedures
- compose and produce reports, documents and related material
- find, gather and collect information and data
- develop approaches for implementation of an idea, program or change in operations
- evaluate information against a set of standards
- excellent knowledge of current payroll procedures and policies both state and federal
- excellent knowledge of generally accepted accounting principles (GAAP)
- excellent knowledge of GASB statements
- excellent knowledge of Utah state governmental finance requirements for local government entities

OTHER REQUIREMENTS

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably and perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Notary Public preferred but not required.
- Graduation from a four year accredited college with a Bachelor's degree in accounting, finance, or equivalent and ten (10) years of financial experience or any equivalent combination of education and experience.