



Salt Lake County Job Description

Fiscal Coordinator

DEPARTMENT: Organization-wide

DIVISION: 0000

JOB CODE: 208 **GRADE:** 013

FLSA STATUS: Non-Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/27/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Performs a variety of fiscal and administrative support functions that may include purchasing, accounts payable and receivable, payroll, budget management, and other fiscal areas.

MINIMUM QUALIFICATIONS

Three (3) years of related experience in purchasing, accounts payable and receivable, payroll, and other related fiscal duties; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Performs purchasing functions that involve processing purchase requests, verifying invoices, processing payments to vendors, maintaining documentation, and assisting other staff with purchasing activities.
- Closes monthly expenditures, reviews petty cash accounts, and conducts annual controlled asset audits.
- Coordinates purchasing details with vendors and monitors contracts and payments for compliance. Authorizes payments.
- Assists with preparing and processing payroll; answers payroll questions and provides training, instruction, and assistance to staff in payroll procedures and check distribution. Assists with benefits enrollment. May act as hiring manager.
- Assists the Fiscal Manager and administrative staff in preparing Division budgets and fiscal program development plans.
- Maintains fiscal and payroll records and performs backup accounting functions.
- Performs Division-wide purchase card reconciliations and postings. Completes necessary Journal Voucher adjustments. Reviews for compliance with established policies and procedures.
- Reviews and submits paperwork for bid processes and tracks purchases until completed and paid.

- Process all purchase requisitions, obtain small-cost purchase order numbers, process bid information, and forward invoices to the Auditor's office for payment.
- Maintains special accounts such as subscriptions and publications, merchandise receipts, pricing, travel, education, etc. ensuring proper documentation, authorization, and adherence to fee structure.

Clark Planetarium

- Analyzes IMAX and DOME show presentations for overall profitability based on ticket sales, royalty payments, and staffing. Prepares and submits daily, weekly, and/or monthly attendance reports to the various vendors and reporting agencies. Maintains show presentation information.
- Calculates and processes royalty and lease fees payable to vendors based on ticket sales and income received through other sources.
- Coordinates purchasing functions of the Planetarium's concession, store, and development/marketing departments.
- Maintains tax records and prepares monthly State Sales Tax returns.

Mayor's Financial Administration

- Participates in all phases of budgeted capital projects. This includes sitting on fiscal oversight committees; advising project managers regarding contract payments; scheduling payments; making payments; coordinating with bond trustees; advising on the creation of bond contract terms and administering bond payments for outside agencies benefiting from the County's AAA bond rating using the County as a pass-through agent.
- Initiates and prepares journal entries for the transfer of funds between various Division and County budgets; and verifies that journal vouchers have been posted in the County's accounting system.
- Supervises one staff person, which includes: hiring, training, mentoring, developing performance plans, conducting performance evaluations, and initiating disciplinary actions.
- Performs research and planning on various issues at the request of the Chief Financial Officer or Fiscal and /or Associate Fiscal Administrators.

Parks and Recreation

- Serves as the Division's staffing agent for the Parks and Recreation Board. Makes preparations for the Division and the Board's monthly general meetings by assembling, interpreting, and preparing reports for presentation to the Board and responding to inquiries, requests, and other Board issues.
- Oversees, updates, and monitors the Golf Section website.
- Manages and performs the custodial functions for the Merchandise and Parks and Recreation Division's Refund imprest accounts.
- Coordinates with Forest Service regarding expenses, revenue, and scheduling.
- Oversees office administrative functions.
- May supervise one staff person, which includes: hiring, training, mentoring, developing performance plans, conducting performance evaluations, and initiating disciplinary actions.

Recorder's Office

- Coordinates with administrators to classify records and develop retention schedules; coordinates proper transfer of records to storage.

Sheriff's Office

- Reconciles various inmate payable accounts and prepares various journal vouchers in the Jail Inmate billing system "OMS". Accounts for Inmate Office of Recovery Services "ORS" collections from inmates. Submits collections to ORS.
- Accounts for DNA collections from inmates and submits collections of payment to the State and County.
- Manages the bail bond fee collection process for the Adult Detention Center.

Youth Services

- Performs the monthly reimbursement data and submits the requests to CNP; assists with maintaining the proper food inventory levels and ensures the requirements of CNP are met.
- Assists with entering timesheets, keeps background checks up-to-date, maintains current lists, prepares new-hire packets, distributes employees' performance appraisals, and files the personnel/payroll documentation.

Regional Transportation and Economic Development

- Reviews sub-recipient payments for accuracy and verifies compliance with federal, state, and local regulations, prepares and makes daily deposits, and manages controlled assets, software licenses, and capital assets.
- Provides Loan Servicing support and other documentation to internal and external customers as requested to resolve outstanding matters pertaining to customers' loans.
- Prepares monthly statements for all payback loans. Review loan statements for delinquency and inform borrowers to work out payment schedules and bring the loan accounts current.
- Provides customer service by written and phone inquiries for information on loan accounts including pay-off information, current or past due status, billing questions, escrow account, etc.
- Coordinates human resources functions, recruiting and hiring processes, assists with interviewing and selection, and background (BCI) check.
- Receives and processes agency personnel action forms.
- Ensures all new hire paperwork is completed in compliance with County, State, and Federal requirements. Conducts periodic audits and makes adjustments to processes and procedures.
- May serve as Division contact with human resources.

Center for the Arts

- Prepares bi-weekly resident ticket settlements and submits for payment.
- Reviews event settlement reports for accuracy, generates invoice/credit memo and compiles backup, issues invoice or submits credit memo for payment.
- Monitors outstanding invoices and sends notices for past-due accounts.
- Processes daily bank deposits, posts payments to outstanding accounts, and prepares necessary accounting entries.
- May collaborate with Division HR Coordinator and Mayor's Finance to resolve payroll and human resource issues.
- Coordinates with Division staff to register and tag new controlled asset purchases. Processes PM-2 forms to track the transfer and disposal of controlled and fixed assets.

Auditor's Office

- Coordinates with division staff to register and tag new controlled asset purchases. Processes PM-2 forms to track the transfer and disposal of controlled and fixed assets.
- Performs research and planning on various issues at the request of the Administrative and Fiscal Manager.
- Oversees office administrative functions.
- Ensures all new hire paperwork is completed in compliance with County, State, and Federal requirements. Conducts periodic audits and makes adjustments to processes and procedures.
- Coordinates with administrators to classify records and develop retention schedules; coordinates proper transfer of records to storage.

Facilities Services

- Participates in all phases of budgeted capital projects. This includes advising project managers regarding capital projects.
- Performs research and planning on various issues at the request of the Division Director or Associate Director and/or Administrative and Fiscal Manager.
- Assists with entering timesheets, keeps background checks up to date, maintains current lists, prepares new-hire packets, and files the personnel/payroll documentation.
- May serve as Division contact with human resources.
- Provides customer service by written and phone inquiries for information on Facility services.
- Processes daily bank deposits, posts payments to outstanding accounts, and prepares necessary accounting entries.
- Coordinates with Division staff to register and tag new controlled asset purchases. Processes PM-2 forms to track the transfer and disposal of controlled and fixed assets.

Library Services

- Provides training for cash handling procedures, makes recommendations, and helps conduct internal audits on cash handling procedures.
- Supervises temporary employees on an as-needed basis.
- Oversees Cost of Goods Sold system. Manages COGS and inventory control. Prepares journal vouchers to reclass revenue related to COGS. Manages the auditing branch of COGS. Assist with fixed and controlled asset/inventory.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- County fiscal and purchasing and budget procedures
- County payroll processes, policies, and procedures
- General accounting principles and procedures
- Business math
- Research and data collection techniques
- Contract administration

- Budget preparation and administration
- Computer spreadsheet and word processing software

Skills and Abilities to:

- Perform mathematical and accounting computations
- Communicate effectively both verbally and in writing
- Interpret and follow complex written and oral procedures and instructions
- Develop and present clear and precise reports
- Use and manipulate spreadsheet and database programs
- Develop and maintain detailed financial systems
- Plan, organize, and prioritize work assignments to meet deadlines

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

Positions in the Sheriff's Office work in the Salt Lake County Jail, which is a locked-down facility, have direct contact with prisoners, and may be exposed to stress as a result of human behavior in a jail environment.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/HR Business Partner's Initials: 11/15/2024 AJS