

# Wasatch Front Regional Council

## Job Description and Announcement

### Comptroller

The [Wasatch Front Regional Council \(WFRC\)](#) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the area of Salt Lake, Davis, Weber, Morgan, Tooele, and southern Box Elder Counties in Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for livable communities, a strong economy, a healthy environment, and a well-functioning, multi-modal transportation system. WFRC recently celebrated its 50<sup>th</sup> anniversary as an organization serving the needs of Utah's fast-growing Wasatch Front and surrounding communities.

WFRC is seeking a full-time Comptroller to manage our financial, accounting, and budgetary functions. The successful candidate will work in a highly collaborative environment to address the challenges and opportunities of being one of the fastest growing states in the country. The goal of this work is to promote good mobility and access to opportunities, clean air, a strong economy, and overall high quality of life for all the residents of the region.

WFRC will be recruiting this position remotely for the entirety of the selection process due to the COVID-19 pandemic. However, WFRC anticipates a return to its physical work location in downtown Salt Lake City sometime in 2021. WFRC's office is in a walkable and bikeable area accessible by foot, bikeshare, scooter, bus, light rail, commuter rail, and auto. Salt Lake City is famous for offering urban amenities in close proximity to world-class outdoor activities.

### Description

The Comptroller is an integral part of the WFRC Staff. The position serves as part of the executive management team that manages a complex financial system with government fund accounting and diverse state and federal grants. The Comptroller also works with and advises the elected officials that serve on WFRC's Board and committees.

### Functions and duties include, but are not limited to:

- Desire to work in a professional, team environment
- Preparation and monitoring of the annual budget
- Timely and accurate preparation and analysis of financial statements and other reports
- Advise senior management on fiscal and budget issues
- Provide strategic business planning including long-range financial projections
- Compliance with state transparency and other reporting
- Adherence to and periodic updating of compliant and efficient accounting (including internal control) and administrative policies and procedures
- Management of cash and investments
- Preparation of the Council's Annual Financial Report and oversight of the annual audit
- Supervision of the accounting and human resource staff
- Report to the WFRC Executive Director. Work closely with WFRC staff and members.
- Maintain professionalism, integrity, and a public-service attitude

## Qualification requirements

1. Master's Degree in Accounting, Business Administration, Finance or closely related field. Current CPA or CGFM certification.
2. 10+ years of experience utilizing sophisticated and complex accounting software.
3. 2+ years of experience as a section/division/department head leading a diverse team.
4. Thorough knowledge of regulations, policies, and procedures which apply to governmental accounting, finance and federal awards.
5. Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with federal, state and local officials, subordinate staff, and agency customers.
6. OR an equivalent combination of education, experience, and certifications.

## Compensation and benefits

Competitive compensation, commensurate with experience and responsibility. Full benefits package including pension through Utah Retirement System; 401k / 457 with employer match up to 7.65%; medical, dental, vision, life insurance; vacation; sick leave; paid holidays, paid personal days; and education assistance program.

## To apply

This position will remain open until filled. However, applications may be reviewed on a rolling basis as they are submitted. Applicants are encouraged to apply at their earliest convenience.

Those interested in this position should submit a letter of interest briefly outlining their experience and qualifications (one-two pages) and resume by email to Amber Gonzales at [amber@wfrc.org](mailto:amber@wfrc.org). For further information, contact Amber Gonzales at (801) 363-4250 x1122. For general information, please visit our website at [www.wfrc.org](http://www.wfrc.org).

The Wasatch Front Regional Council is an Equal Opportunity Employer.