

# UFA Finance

The mission of the UFA Finance Division is to safeguard the fiscal health of the organization and maintain transparency with UFA's Board of Directors, UFA divisions, and the community at large. We value a culture of accountability and integrity. We are committed to maintaining an open door policy and providing UFA stakeholders with timely, accurate, and relevant information in addition to excellent customer service and support.

The Finance Division is responsible for providing financial management, customer service, and analysis for Unified Fire Authority, Unified Fire Service Area, and UFA Health & Welfare Trust. Specific responsibilities include: budget development & management, financial reporting, accounts payable, accounts receivable & billing, payroll, cash receipting, ambulance collections, purchasing card administration, financial policies administration, internal/external audits, long-term financing, treasury management, bank fraud protection, tax regulations, accounting software administration, capital asset inventory management, surplus property sale collections and tracking of property disposals, USAR financial management oversight, grants coordination, vendor contract administration, and recordkeeping for UFA's compliance officer.

## Information about your Ambulance Transport Billing

For questions regarding an ambulance transport bill, including: remaining balance, payment plan options, insurance information, etc.

Name	Mailing Address	Local Phone#	Toll-Free Phone#
Ambulance Billing Office	P.O. Box 27768 Salt Lake City, UT 84127	(801)975-4385	1-888-771-3606

To pay your ambulance bill online, [click here](#). You will need the following information to pay online: Last Name, Zip Code, and Account Number (i.e. UF#####, 2 letters followed by 9 digits, no other characters or spaces)

## Financial Documents

- UFA received the GFOA Distinguished Budget Award for its FY2018/19 Adopted Budget document.
- For UFA audited financial reports, budget documents, or member fee charts, [click here](#).

## Finance Staff

Name	Title	Office Phone#	Email
Tony Hill	Chief Financial Officer	(801)743-7281	<a href="mailto:thill@unifiedfire.org">thill@unifiedfire.org</a>

### Accounting

- Bank reconciliation
- Financial reporting & audit preparation
- General ledger administration
- Capital asset administration
- Online payment administration
- Ambulance collections coordination
- Purchasing card review & internal audit
- Grants coordination
- Vendor contract administration
- Related party financial oversight (USAR & VEBA)

Name	Title	Office Phone#	Email
Kate Turnbaugh	Assistant Finance Director	(801)743-7245	<a href="mailto:ktumbaugh@unifiedfire.org">ktumbaugh@unifiedfire.org</a>
Nyla Benedict	Senior Accountant	(801)743-7123	<a href="mailto:nbenedict@unifiedfire.org">nbenedict@unifiedfire.org</a>

### Accounts Payable/Receivable

- Vendor invoice payment (Accounts Payable)
- Purchase order review & processing
- Customer invoice preparation (Accounts Receivable)
- General ledger update (A/P and A/R)
- Division recordkeeping
- Purchasing card review
- Bank fraud protection
- Bank deposit delivery

Name	Title	Office Phone#	Email
Michelle Peterson	Accounts Payable/Receivable Manager	(801)743-7217	<a href="mailto:mpeterson@unifiedfire.org">mpeterson@unifiedfire.org</a>
Nichol Holdaway	Senior Accounting Specialist	(801)743-7222	<a href="mailto:payment@unifiedfire.org">payment@unifiedfire.org</a>
Aaron Whitehead	Accounting Specialist	(801)743-7224	<a href="mailto:bills@unifiedfire.org">bills@unifiedfire.org</a>

### Payroll

- Payroll/benefit change processing
- Payroll check calculation
- Payroll review
- Payroll tax reporting
- Payroll vendor invoice payment
- Cash receipting entry
- UFSA accounting
- UFSA impact fee collection

Name	Title	Office Phone#	Email
Greg Fisher	Payroll Manager	(801)743-7108	<a href="mailto:gfisher@unifiedfire.org">gfisher@unifiedfire.org</a>
Debbie Cigarroa	Payroll Coordinator	(801)743-7216	<a href="mailto:payroll@unifiedfire.org">payroll@unifiedfire.org</a>