



JOB DESCRIPTION

TITLE: FINANCE MANAGER
STATUS: FLSA Exempt
GRADE: 19

JOB SUMMARY:

The Finance Manager manages a team of professional and technical staff members, providing strategic and managerial leadership while also contributing to day-to-day functions of the Finance Department. The Finance Manager is a member of the Department's Leadership Team responsible for helping the Department to achieve its mission, vision and goals.

The Finance Manager is responsible for performing and overseeing financial analysis and budgeting functions, maintaining financial records, coordinating reporting requirements, and overseeing the day-to-day operations of the utility billing/customer service group.

REPORTING RELATIONSHIPS:

This position reports to the Finance Director. This position supervises the Finance Analyst and the Utility Billing Supervisor. This position oversees the management and operational direction of the utility billing function.

ESSENTIAL DUTIES include the following.

- Supervises staff; hires, trains, assigns and monitors work; evaluates performance and makes disciplinary recommendations; ensures effective operation of department;
- Manages utility billing and front desk reception functions and deal directly with complex and difficult customer service issues;
- Develops individual training plans for staff with the goal of improving skills and knowledge of staff for future growth opportunities;
- Manages the creation, updating, and maintaining of financial models and detailed forecasts of future operations;
- Analyzes complex rate and cost-of-service rate models, recommends appropriate adjustments and implements changes;
- Acts as the lead contact with the District's wholesale billing customers and ensures compliance with wholesale contracts;
- Conducts special studies and analysis pertaining to a wide variety of finance issues that require the application of financial management principles and analysis of financial data. Prepares written reports of findings and recommends policies;
- Manages the day-to-day cash deposit activities of the utility billing (finance) staff. Supervises finance staff to ensure smooth functioning and meeting of deadlines for utility accounting, customer refunds, developer deposits, general ledger maintenance, financial reporting and control;
- Assesses customer service needs and works to improve and expand service delivery options;
- Coordinates financial and customer service with managers and staff in other departments to resolve issues and improve services;
- Institutes controls for financial functions throughout the organization and ensures proper segregation of duties is maintained to prevent and detect fraud. Designs, installs, and maintains internal control systems throughout the organization. Develops, implements and enforces finance policies and procedures and standards;

- Improve and simplify existing reporting and financial processes to ensure data integrity and efficient analyses;
- Maintains vendor contracts and relationships;
- Coordinates and manages updates to District code relating to fiscal and customer service policies;
- Ensures completeness and accuracy of ratepayer data records and administer the core modules of the automated customer billing and information system;
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and practices, and Internal Revenue Service (IRS) regulations.
- Attends, represents, and makes presentations at Board of Commissioners, professional meetings, and conferences as required;
- Assures that the District's purchasing activities are performed in accordance with local, state and federal laws, regulations and standards;
- Reviews utility billing vendor invoices and monthly utility billing module journal entries to ensure accuracy;
- Oversees utility billing, cash receipts, and miscellaneous accounts receivable processing;
- Manages cash deposits with District's bank as well as the general ledger system, and subsidiary ledgers;
- Oversees and manages the preparation of the District budget; maintains budget in general ledger and reviews monthly budget variance reports for all departments;
- Prepares and reviews year-end adjusting journal entries and related schedules and/or reconciliations;
- Assists in the preparation of the financial statements and other compliance reporting legal deadlines and current standards;
- Oversees and manages the financial accounting process for Clearview Water Supply Agency;
- Supervises the bi-annual state audit for Clearview Water Supply Agency and acts as the key District liaison; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervision, management, and leadership;
- Budget and audit theories;
- Rate and cost-of-service rate models
- Generally Accepted Accounting Principles (GAAP);
- Budgeting, accounting, reporting system (BARS);
- Municipal or other local government finance operations best practices and the implementation of internal controls;
- Various finance related computer software;
- District procedures and policies;
- Applicable laws, regulations, and procedures; and
- Supervisory theory and practice.

Skill in:

- Working as a member of a management team pursuing overall organizational goals;
- Team building and ability to attract and retain qualified staff;
- Developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Accounting;
- Financial analysis;

- Using office equipment such as phones, copiers, computers, calculators and fax machines; and
- Communication, both written, and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years progressively responsible experience in governmental finance/accounting and a Bachelor's Degree in Accounting, Business or related field. Supervisory experience is required.

WORKING CONDITIONS:

Duties are performed in an office environment.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Revised: December 2021