UTILITIES DEPARTMENT

Utilities Finance Director

City of Stoughton

PAY GRADE: 21 **FLSA:** E

REPORTS TO: Stoughton Utilities Director

SUMMARY OF POSITION:
The purpose of this position is to be accountable for the overall planning, organizing, controlling and directing of the financial activities of the Utility, including coordination of all customer accounting with the Assistant Utilities Director and general accounting functions and information processing, and perform critical accounting and fiscal management functions in accordance with Utility goals and objectives.

DUTIES AND RESPONSIBILITIES:
Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Direct the operation of a central accounting system in a manner consistent with generally accepted accounting principles and practices and in sufficient detail to produce accurate cost, financial and statistical data for both management and statutory requirements.

- Implement and maintain a proper set of internal controls.

- Develop financial systems, policies and procedures to ensure effective fiscal management.

- Develop and maintain optimal investment, borrowing and other funding strategies

- Research grant funding opportunities for utility divisions and customers, prepare grant applications and maintain post-compliance monitoring and reporting.

- Prepare and maintain short, mid and long-term cash flow forecasts.

- Direct the preparation of the annual Utilities budget.

- Manage relationships with financial consultants. Review service fees, negotiate and develop contracts with service providers.

- Prepare for and oversee the annual audit and submit all required regulatory reports.

- Administer the purchase card program.

- Direct treasury management operations, online banking and fraud protection programs.

- Perform electric, water and wastewater retail rate analyses, develop rate structures that allow sufficient revenue recovery and obtain necessary local and regulatory approvals.

- Prepares and interprets financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director, Utilities Operations Superintendent, Utilities Committee and Common Council.

- Direct preparation of employee payroll and assist the Human Resources Director with administration of the employee benefits program.

- Participate in required Utility Committee and Common Council meetings. Prepare monthly status reports as well as other scheduled and unscheduled presentations and reports.

- Assist in development and implementation of public education programs to promote a positive Utility environment in the City and service territory.

- Provide support for personnel management functions including recruitment.

- Provides back up for duties of the Assistant Director of Utilities.

Additional Tasks and Responsibilities
While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists electric, wastewater and water divisions as required.

- Performs other Stoughton Utilities tasks as required.

QUALIFICATIONS:
The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in Business Administration, Accounting or financial management. Preference for a Certified Public Accountant. Minimum of

seven years of management or project management related to financial/accounting operations, preferably in the utility environment.

- Significant knowledge of generally accepted financial management and accounting principles and practices, including the ability to independently initiate analysis and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.

- Significant knowledge of Governmental Accounting Standards is preferred, but not required.

- Significant knowledge of computer hardware and software used in the Utility environment, including experience with automated accounting, financial and billing systems. Advanced user of Microsoft applications (Word, Excel, Access, and PowerPoint) preferred.

- Familiarity with State and Federal rules and regulations regarding utility systems.

- Proven success and experience in teambuilding and collaboration and experience with effective supervisory/management and human resource principles and techniques.

- Understanding of effective customer service principles and techniques.

- Comprehensive knowledge of electric, wastewater and water systems.

Language Skills

- Requires the ability to perform complex data analysis including the ability to analyze and interpret an extensive variety of technical information and governmental regulations. audit, deduce, assess, conclude and appraise.

- Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to define problems collects data, establish facts, and draw conclusions. Good decision-making and problem solving skills.

- Ability to promote teambuilding and maintaining good working relationships within the Utility and other City Departments.

- Ability to develop and maintain good working relationships with contractors, community members, elected officials, and regulatory staff.

- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, billing reports, reports, ledgers, journals, summaries, rate

applications, budgets, manuals/texts, codes, accounting systems, procedures and non-routine correspondence.

- Ability to communicate effectively with the Utilities Director, Utilities Operations Superintendent and all Utility personnel, other City departments, Utilities Committee, auditors, technical support contractors and the public verbally and in written form.

Mathematical Skills

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics.

- Ability to design and produce graphical representations of complex financial and performance data.

Judgement and Situational Reasoning Ability

- Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling.

- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Supervisory Skills

- Ability to assign, supervise and review the work of others.

- Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.

Physical and Mental Abilities Required to Perform Essential Position Functions:

- Requires the ability to operate, maneuver, and/or provide simple but continuous adjustment on equipment, machinery, and tools such as a computer and other office machines, and/or materials used in performing essential functions.

- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements such typing.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

EQUAL OPPORTUNITY EMPLOYER:

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.