City of Stoughton
Position Description

Name:		**Department:**	Stoughton Utilities		
Title:	Utilities Finance Manager	**Pay Grade:**		**FLSA:**	Exempt
Date:	~~October~~October, 2022~~1~~	**Reports To:**	Stoughton Utilities Director		

Purpose 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 performing critical accounting and fiscal management functions in accordance with Stoughton Utilities goals and objectives.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 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. Make~~s~~ recommendations for organizational changes including staffing and structure to maintain proper internal controls.
- Develop and maintain financial systems, policies, and procedures to ensure effective fiscal management.
- Develop and maintain optimal investment, borrowing, and other funding strategies.
- Research and share grant funding opportunities for utility divisions and customers, prepare grant applications, and maintain post-compliance monitoring and reporting, including opportunities for principal loan forgiveness programs.
- Administer~~s~~ state and federal funding program requirements, submit~~s~~ program applications, and submit~~s~~ all reports required for program compliance and disbursement.
- Prepare and maintain short, mid, and long-term cash flow forecasts. Collaborate~~s~~ with utility leadership to ensure fiscally responsible operations in line with current forecasts.
- Direct~~s~~ the preparation of the Stoughton ~~annual~~ Utilities budget and capital improvement program, including advising utility leadership in the review of estimates and the preparation of individual budget requests~~.~~
- Manage~~s~~ relationships with financial consultants. Collaborate~~s~~ with the Utilities Asset & Facilities Coordinator to ~~Review~~ review service fees, negotiate and develop contracts with service providers.
- ~~Prepare for and~~O~~o~~versee ~~the annual~~ third-party audits, including the annual financial audit and all other audits required by project funding agencies, including completing internal auditing in preparation, and submit all required regulatory reports.
- Prepare~~s~~ and submit~~s~~ Public Service Commission of Wisconsin (PSCW) Annual Reports, and all other periodic reporting required by PSCW.
- 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 ensure ~~all~~ sufficient revenue recovery, and obtain necessary local and regulatory approvals.
- Process and close work orders including time, material, and equipment allocations, and asset retirements. Manage~~s~~ prepayment reconciliation and customer invoicing.

Utilities Finance Manager

- Prepare~~s~~ and interpret~~s~~ financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director~~, Utilities Operations Superintendent~~ and utility leadership, Utilities Committee, and Common Council.
- Direct preparation of employee payroll, tax and benefit withholding, and periodic reporting.
- Participate in ~~required Utility~~ Utilities Committee meetings, and other city committee and Common Council meetings as required. Prepare monthly status reports as well as other scheduled and unscheduled presentations and reports.
- Lead~~s~~ in-house training and support of financial and workorder management software; create~~s~~/modif~~ies~~y reporting templates upon request. Create~~s~~ new and maintain~~s~~ existing procedures and instructional documentation. Maintain~~s~~ financial and workorder processing policies and procedures manuals.
- ~~Assist in development and implementation of public education programs to promote a positive Utility environment in the City and service territory.~~
- Maintain and review utility rate benchmarking; analyze and report on findings.
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- Collaborate with the Utilities Asset & Facilities Coordinator to maintain ~~CPR's~~continuing property records (CPRs), and balance CPRs with general ledger.
- ~~Provide support for personnel management functions including recruitment.~~
- ~~Provides backup for duties of the Assistant Director of Utilities.~~
- ~~.~~Respond~~s~~ to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Comply~~ies~~ with all Stoughton Utilities safety programs.

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.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Assist other division personnel as required.
- Attend~~s~~ and assist~~s~~ with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Assist~~s~~ ~~electric, wastewater, and water~~all other Stoughton Utilities divisions as required.
- ~~Performs other Stoughton Utilities tasks as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Business Administration, Accounting, or Financial Management, with ~~.~~
- ~~P~~preference for a Certified Public Accountant.
- Minimum ~~of~~ seven years of ~~management or project management~~experience 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~~ utility environment, including experience with automated accounting, financial, and billing systems. Advanced user of Microsoft Office applications (Word, Excel, ~~Access,~~ and PowerPoint) ~~preferred~~.
- Valid motor vehicle operator's license is required, or the ability to obtain independent transportation for required training and events.
- ~~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.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ~~Requires the a~~Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, 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.
- ~~Requires the a~~Ability to provide first line supervision. Ability to ~~persuade, convince~~create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- ~~Ability to define problems, collect data, establish facts, and draw conclusions. Good decision-making and problem solving skills.~~
- ~~Ability to promote teambuilding and maintain 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 a~~Ability to utilize a wide variety of ~~reference, descriptive,~~ advisory ~~and/or design~~ data and information such as work orders, financial statements~~,~~; billing reports and statements~~,~~; financial reports and~~,~~ ledgers~~,~~; ~~journals, summaries,~~ regulatory rate review applications~~,~~; budgets~~,~~; ~~manuals/texts, codes,~~ accounting systems~~,~~; computer software operating manuals; city and utility policies and procedures; guidelines; ~~procedures and~~ non-routine correspondence~~.~~; Public Service Commission of Wisconsin (PSCW) rules, regulations, and tariffs; Wisconsin Department of Natural Resources (DNR) rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals.
- Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to complex requests.
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- Ability to communicate in writing and orally with customers, ~~effectively with the Utilities Director, Utilities Operations Superintendent, and all Utility~~department and all levels of ~~personnel, other~~ City ~~departments~~personnel, ~~Utilities Committee,~~financial auditors, ~~technical support contractors~~regulatory agencies, elected and appointed government

officials, and the general public~~ verbally and in written form~~.

- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, ~~and~~ review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multipl~~y~~ication, and ~~divide~~division~~,~~ ; calculate ~~decimals and~~ percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and ~~make use of the principles of descriptive statistics~~the ability to perform mathematical operations with algebra.
- Ability to design and produce graphical representations of complex financial ~~and performance~~ data.

~~Judgement~~Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- ~~Requires the a~~Ability to apply principles of influence systems such as managing, ~~supervision~~supervising, ~~managing,~~ leading, teaching, ~~directing,~~ planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- ~~Requires the a~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the ~~direction~~evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- ~~Requires the a~~Ability to operate office equipment and machinery requiring ~~, maneuver, and/or provide~~ simple but continuous adjustments, ~~on equipment, machinery, and tools~~ such as ~~a~~ computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other ~~office machines, and/or materials~~items used in performing essential functions.
- ~~Requires the a~~Ability to coordinate eyes, hands, feet, and limbs in performing ~~coordinated~~ semi-skilled movements such as typing.
- ~~Tasks involve the a~~Ability to exert ~~light~~ very moderate physical effort in sedentary to light work, typically involving some combination of ~~but which may involve some~~stooping, kneeling, crouching and crawling, lifting, carrying, pushing~~,~~ and pulling~~ of objects weighing five to ten pounds~~.
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- ~~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.~~
- ~~**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.~~

Environmental Adaptability

- Ability to work under ~~generally~~ safe and comfortable conditions where exposure to environmental factors ~~may cause discomfort~~is minimal and poses little to no~~a limited~~ risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature	Supervisor's Signature
Date	Date