



## Finance Manager

FIN-FM-1

### JOB SUMMARY

The purpose of this classification is to perform complex professional level financial analyses and functions utilizing knowledge of generally accepted accounting principles and requirements of the Governmental Accounting Standards Board (GASB), as well as manage some of the JWSC's finance functions, staff and operations. This position is considered an essential function for purposes of Emergency Management and Response.

### ESSENTIAL FUNCTIONS

#### **Overall Financial Management and Analysis Assignments:**

- Manages several of the operations, staff, and activities of the JWSC's finance and revenue functions including customer billing and collections activities, grants, capital projects and special projects.
- Establishes work priorities and assignments; sets performance goals and objectives; assists the Director of Finance with monitoring and evaluating financial operations, and implements changes to improve efficiency and accuracy.
- Performs complex data analyses from a variety of sources in order to gauge operational efficiency and identify areas for improvement.
- Assists the Director of Finance and Executive Director with the preparation of the annual budget and related presentation/reporting to stakeholders.
- Reviews finance and revenue activities and transactions, and performs periodic reconciliations; ensures accuracy and compliance with Federal, State and Local regulations and with Generally Accepted Accounting Principles; identifies discrepancies; and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
- Under the direction of the Director of Finance, coordinates the preparation for and implementation of major financial initiatives; establishes sequences and milestones; coordinates activities with other divisions and staff; and provides status reports and

updates.

- Works with Director of Finance and Accounting Manager to maintain and improve internal controls, including working to resolve any management letter issues communicated by the external auditors.
- Under the direction of the Director of Finance, serves as the JWSC contact for grant reporting and agency-related funding (i.e., FEMA, GEMA, GEFA); maintains knowledge necessary to ensure compliance with Federal, State and Local ordinances or guidelines.
- Assists with the compilation and submission of reports such as the monthly and annual financial statements, periodic grant reporting, annual water loss audit report, etc.
- Supervises and coordinates staff. This may include mentoring, recommending, and/or delivering training, and assigning work. Works with employees to correct deficiencies and identify corrective actions.
- Resolves complex billing and collections issues. Serves as a point of contact for escalated customer service concerns related to billing and collections activities. Directly supervises Billing Manager, and indirectly supervises Billing Coordinators and Collections Specialist.
- Monitors and evaluates JWSC's Customer Information System software, data and daily operation. Recommends and assists in implementing changes to achieve optimal process. Supervises CIS Analyst.
- Assists in developing and maintaining standard operating procedures for the Finance Department.

**Enterprise Financial Management Assignments:**

- Assists the Director of Finance, Deputy Executive Director and Executive Director with coordinating the overall management and planning of JWSC's financial operations.
- Coordinates with other JWSC staff members to prepare and submit compliance reports to various agencies; utilizes benchmarking against other utilities to identify areas where gains could be achieved.

- Performs ongoing cash flow analysis and rate sufficiency examination in the context of current and expected future operating environments and capital needs.
- Assists the Director of Finance in the annual review of water and sewer rates; aids in preparation and presentation of information to Board of Commissioners and other stakeholders. Works with JWSC divisional managers to update and maintain the JWSC Rate Resolution verbiage, charges and fee schedules.
- Coordinates, acquires, reviews and analyzes data to determine financial impact on special projects, major equipment purchases, capital improvements, etc.; monitors legislation to assist in determining and planning for potential impacts to JWSC operations.
- Supports the Director of Finance in monitoring both revenues and expenses via development of various periodic reports and analyses to identify trends or patterns.
- Assists in the maintenance of a wide variety of complex financial records together with subsidiary records and systems in compliance with JWSC financial policies.

**All Areas Assigned:**

- Incorporate the core beliefs of the JWSC; Recommend policies and procedures that guide and support the provision of quality services by the Department and demonstrate continuous quality improvement principles.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Must meet regular attendance requirements.
- Must be able to maintain good interpersonal relationships with staff, co-workers, managers and other stakeholders.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting, Finance, or related business field required; two years of supervisory experience, preferably in accounting or finance for a governmental entity or auditing of a governmental entity with related experience in spreadsheet and database software. Must possess and maintain a valid driver's license.

## **Minimum Requirements to Perform Essential Job Functions**

**PHYSICAL REQUIREMENTS:** Must be able to operate a variety of office and computer equipment including a personal computer and printer, facsimile and copy machines, calculator, and telephone. Physical demand requirements are at levels of those for sedentary work.

**DATA COMPREHENSION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which include financial reports.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange financial information, including giving/receiving assignments and/or directions to/from co-workers, assistants, or managers, as well as communicating with the Board of Commissioners, division managers and JWSC employees.

**LANGUAGE ABILITY:** Requires ability to read a variety of financial and technical documentation, directions, instructions, methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages and interpret statistical data.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include computers and office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using computer and office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, documents, computer and office equipment, control knobs, and switches. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DIFFERENTIATION:** May require the ability to discern color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.