

**MAJOR FUNCTION**

This is responsible managerial, administrative and professional work planning, implementing, directing, and coordinating the comprehensive budgetary, financial accounting activities and other administrative services required to support the staff and operations of the Underground Utilities & Public Infrastructure Department. The incumbent manages a division and is responsible for overseeing the work of supervisory and professional staff engaged in budgeting, financial management, accounting, analysis and reporting, general administrative and systems and operations activities for the department. An employee in this position exercises a high level of judgment and performs with considerable independence under the general direction of the General Manager-Underground Utilities & Public Infrastructure. Work is reviewed through reports, conferences, observation and results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages supervisory and professional staff in planning, organizing, implementing, executing, monitoring, and coordinating a comprehensive array of budgeting, accounting and administrative support services and functions for the Underground Utilities & Public Infrastructure Department. Directs preparation of the department's operating and capital budgets that include Water and Sewer Utilities (NARUC), the Gas Utility (FERC), the Stormwater Trust Fund, and the General Fund, Gas Tax, ½ cent Sales Tax, General+ Government Bonds, etc. Implements the approved budgets and monitors budget activity throughout the year, through assigned staff, and directs the preparation of financial analysis reports, queries and other graphs and charts as are needed to assess the department's (or any division thereof) financial performance and position. Serves as the liaison to the Treasurer Clerk for financing of capital programs and Department of Environmental Protection (DEP) for financing of other bond-funded projects. Collects and analyzes pertinent information for rate studies. Facilitates the preparation of financial statements for generally accepted accounting principles (GAAP) and ratemaking reporting purposes. Serves as the lead contact for the internal auditors by providing access to financial information and supporting documentation, as applicable, and ensures the completion and submission of responses to audit findings. Works with affected areas, as necessary, to implement corrective actions. Researches, develops and implements financial systems, processes and procedures to meet changing needs UU&PI and meet the City's financial and budgetary management requirements. Attests to the integrity of the department's financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, human resource, purchasing, procurement and budgetary activities and develops, installs and maintains improved procedures, methods and systems. Directs and participates in studies, surveys, projects and collects information on difficult operational and administrative problems having broad impact and importance; analyzes findings and makes reports and recommendations for practical solutions. Serves as a member of the department's management team and participates in developing and implementing strategic plans. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Ensures team building, development, training, coaching and mentoring of supervised staff. Coordinates agenda items for City Manager or City Commission approval. May serve as General Manager-Underground Utilities & Public Infrastructure, when assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS**

Knowledge, Abilities and Skills

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting. Thorough knowledge of organization, functions, and financial problems of utilities and municipal government. Thorough knowledge of the required federal, state, and local laws concerning financial accounting, reporting and auditing. Thorough knowledge of the audit process. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures. Ability to plan, direct, supervise, coordinate, organize, and execute accounting services and functions. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance. Skill in the use of microcomputers and associated programs and applications as are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field and six years of professional or administrative experience in governmental budgeting, accounting or finance; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. A current license as a Certified Public Accountant may substitute for one (1) year of the non-supervisory work experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-09-18