

JOB DESCRIPTION  
**CHIEF OF FISCAL OPERATIONS**  
WATERWORKS



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

Human Resources Department  
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**GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for the overall management of Waterworks' Enterprise Division Business Services Branch to include the Accounting, Auditing, Meter Reading, and Processing Operations sections. Reports to the Enterprise Manager.

**ESSENTIAL JOB FUNCTIONS**

Develops departmental cash analysis, financial statistics and financial revenue and expenditures projections in the City's financial accounting and customer information systems; advises department officials on financial and budgetary matters. Oversees the bond and retained earnings fund; prepares short and long term cash flow projections on future bond fund and projects, analyzes Waterworks' bond fund expenditures and recommends when future bonds should be issued.

Responsible for the effective supervision and administration of the Business Services Branch including selection, training, performance management, employee relations, prioritizing and assigning work and related activities.

Reviews and approves Waterworks' purchase requisitions; reviews and analyzes utility accounting systems, internal controls; develops and modifies policies, procedures, and systems for financial control activities.

Plans, organizes, and prepares Waterworks' annual and capital improvement budgets; meets with division managers to get input; coordinates with the Office of Budget and Evaluation. Oversees preparation and maintenance of financial records, record statements, and cash collections. Oversees the preparation of general accounting and cost accounting studies; prepares water rate, meter and service fee, and related studies; makes recommendations as appropriate.

Coordinates, develops, and recommends long-range plans pertaining to the management and maintenance Business Services Branch; develops and recommends policies and procedures related to financial management; recommends internal branch organization; and establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Accounting - Comprehensive knowledge of general, cost and auditing accounting principles, procedures, techniques and terminology of municipal government and utility enterprise fund accounting. Considerable knowledge of Generally Accepted Accounting Principles (GAAP). Comprehensive knowledge of Governmental Accounting Standards issued by the Governmental Accounting Standards Board.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

### **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

### **REQUIRED ABILITIES**

- Financial Management - Ability to perform complex arithmetic, algebraic, and statistical applications to perform financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of financial data.
- Communication - Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of financial issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.

### **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Accounting, Business Management, Finance or related field with course work equivalent to a major concentration in Accounting and 5-7 years of progressively responsible experience in public financial administration including utility enterprise fund accounting

with 2-3 years of lead or supervisory experience. A Master's Degree in Accounting, Certified Governmental Financial Manager (CGFM), Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is desirable.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history and a valid driver's license with acceptable driving record.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.