



CITY OF MANASSAS
invites applications for the position of:
Utilities Finance Manager

POSITION SUMMARY:

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork.

Do you share our Core Values? Consider joining our team! The City of Manassas is accepting applications for our **Utilities Finance Manager**.

The **Utilities Finance Manager** is responsible for managing the finances, customer contracts, and grants for the Utilities Department (Water, Sewer, Electric). The ideal candidate will be a proactive leader with a strong finance management/accounting background. The successful individual will be an organized, detail-oriented, responsible subject matter expert who has the ability to work positively with others.

The starting range for this position is: \$94,244.80 - \$129,584.00, depending on qualifications.

Position is open until filled.

ESSENTIAL JOB FUNCTIONS:

Coordinates annual budget preparation to include 5-Year Capital Improvement Plan, 5-Year Operating Budget.

Recommends policy levels for adequate fund balances; develops sewer, water, and electric rates for adequate recovery of cost to insure financial strength of Utility.

Assists with preparation of Operating Statements and Statistical Tables; assists with annual audit and special projects as requested.

Oversees Cost of Service Studies for the Utility and performs periodic rate studies to ensure adequate rate recovery.

Reviews financial transactions; monitors fiscal year performance; coordinates findings with division supervisors; recommends corrective action when necessary; reviews invoices for cost allocation and accuracy.

Attends regular meetings as needed; meets with authorities; meets large wholesale and retail customers.

Prepares and submits grants and associated compliance reports; prepares and submits reports for performance measurements and informational reports; compares performance-based benchmarking and industry standards.

Provides input for Utilities contracts and agreements related to wholesale customers, purchase power providers, wastewater treatment providers, and leased property; communicates directly with wholesale customers, power provider, VMEA, and wastewater treatment management.

Receives and/or reviews various records and reports such as revenue and expenditure transactions, invoices, historical financial data and agreements, and regulations and requirements.

Prepares and/or processes a variety of documentation such as operating budget and 5-Year Plan, Capital Improvement Plan, monthly commission reports, Federal grant reporting, MLEC communications reporting, and financial, statistical, narrative, and other reports.

Supervises department employees and as primary Emergency Operations Center representative for Utilities (EOC) representative for Utilities.

Performs other duties as assigned.

Please refer to the [job description](#) for additional details.

MINIMUM REQUIRED QUALIFICATIONS:

Requires a Bachelor's degree in finance, accounting, economics, management, or other relevant field; supplemented by five years of progressively responsible financial management or accounting experience for public utilities or local governments; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

To be considered for this opportunity, please submit your application on our application website: <https://www.governmentjobs.com/careers/manassas/jobs/3924091/utilities-finance-manager>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.manassascity.org/jobs>

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Position #12-00881
UTILITIES FINANCE MANAGER
HR
