

## **Finance Officer**

**Pay Range**                      \$73,736- \$111,779.20

**Starting Salary**                Commensurate with experience

### **Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to nine (9) years in progressively responsible positions in the fields of business administration, finance, or accounting, utilizing the required knowledge, skills and abilities.

### **Duties**

The Finance Officer provides all aspects of financial oversight for the billing and collecting of \$210 million annually in customer fees and charges; prepares detailed financial reports for all aspects of the water and sewer enterprise fund; administers the Public Utilities operating budget and capital improvement program expenditures; ensures compliance with all aspects of the Master Bond Resolution; provides oversight of the general ledger interface to the billing system for more than 135,000 utility accounts and the corresponding accounts receivables; coordinates utility revenue bond sales and debt administration; provides analytical and strategic planning support to the utility; and provides managerial oversight of nine direct reports who perform duties in support of functions including accounting, accounts payable, payroll, billing, line fees, and cashiering.

This position reports to the Public Utilities Business Division Manager, but frequently answers directly to the Director of Public Utilities. During critical times such as bond sales and budget hearings, the individual in this position may be required to attend meetings with City Council and city leaders to answer questions on behalf of the department. The selected individual will maintain a close working relationship with the City Attorney's Office, Finance Department, Budget/Management Services Department, Human Services Department, as well as Public Works related to billing and revenue collection.

Applicant's past work experience should demonstrate knowledge of enterprise accounting and public administration; knowledge of the function and organization of a municipal water and sewer operation; knowledge of municipal bonded debt administration; skill in reviewing and interpreting financial records; skill in preparing detailed financial reports; skill in administering financial policy in accordance with ordinances; skill in effective interpersonal relationships, customer relations, and supervision; the ability to prepare and present detailed financial and records and technical reports; the ability to communicate effectively both orally and in writing; and the ability to effectively communicate in public.

### **Preferences**

Experience managing the financial aspects of a medium to large water utility; experience with municipal finance, capital planning, and utility operating budgets; experience in creating an environment of organizational consensus regarding fiscal strategy; experience with strategic planning, process improvement, and data analysis; experience with interpretation and implementation of municipal policy or code and corresponding monitoring for compliance; experience supervising professional and clerical staff; experience presenting to executive leadership; Bachelor's degree in Accounting or Finance; Master's degree in Public Administration, Business Administration, or similar. Professional certifications,

such as CPA, CMA, CIA. Three (3) years with a municipality and/or utility in a finance or budget related role.

**Documents which can/must be associated with this posting:** Must – Cover Letter; Can: resume

**Job Open Date** Friday, December 17, 2021

**Job Close Date** Open until filled. Applications will be reviewed ongoing.

**Special Instructions to Applicants** This position is designated Alpha I, requiring the employee to work during inclement weather regardless of the City's operational condition.

**Application Link**

<https://phg.tbe.taleo.net/phg02/ats/careers/v2/viewRequisition?org=VBGOV&cws=37&rid=35970>