

Supervisor, Financial Planning

Close Date: Friday, June 17, 2022 @ 4:30pm

Under limited supervision of the Manager, Accounting, supervises and functions as the lead person for financial planning, rate setting, debt management, wholesale customer contracts, cash management, investment portfolio management, and assists with the financial administration of the Fairfax Water Retirement Plan. Performs other financial functions and demonstrates continuous efforts to improve financial and related business processes.

Responsibilities:

- Provides leadership, technical guidance, and supervises the Financial Planning staff.
 - Serves as section lead and coordinates the training and development of staff.
 - Assists staff with the completion of day-to day tasks and duties of the department.
 - Performs employment related duties to include interviewing to fill vacant positions and complete staff performance reviews.
 - Writes and reviews departmental procedures and guidelines.
 - Establishes and monitors staff performance goals.
- Prepares and updates the strategic financial model to ensure compliance with Fairfax Water's debt management policy and trust indenture requirements.
- Prepares financial analysis and projections to determine if any rate changes are needed.
- Coordinates and oversees the completion of external cost of service studies. Validates financial assumptions and calculations and maintains internal schedules for annual updates.
- Develops specific rates, fees, and charges for retail and wholesale water service in accordance with Fairfax Water's strategic financial planning model.
- Monitors and ensures compliance with all contracts and agreements established with the wholesale water service customers. Performs billing rate reconciliations and other analysis.
- Monitors, tracks, and performs analysis and bill review for purchased water and associated capital improvement expenditures.
- Assists with debt issuance and existing debt to ensure compliance with debt covenants and IRS compliance regulations.
- Prepares schedules for the annual surveillance process of credit rating agencies for transmittal to the financial advisor.
- Assists with cash and investment management activities to include forecasting, wire transfers, online banking administration, and banking system implementations and upgrades.
- Performs investment analysis, including monitoring of portfolio balances and diversification of investments within policy guidelines, for Fairfax Water and the Retirement Plan accounts.
- Prepares reports for actuary to complete the annual actuarial valuation for Fairfax Water's Retirement Plan and other post-employment benefit plans. Provides actuary support as needed.
- Reconciles and performs periodic data analysis for the Fairfax Water Retirement Plan administration system and performs testing for upgrades and other system changes.
- Provides financial support and analysis during the annual budget and capital improvement program processes, with an emphasis on impact to rates and debt service projections.

- Responsible for preparing weekly and monthly financial reports and memos.
- Prepares effective oral and written presentations and documents as requested.
- Assists in evaluating and improving operational efficiency within the department.
- Performs general ledger analysis and cash and accrual financial statement projections.
- Performs ad hoc financial analysis and other special financial studies.
- Performs other duties as assigned or required.

Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in finance, accounting, business, or other closely related field and a minimum of six years of progressively responsible experience in financial planning.
- Three years of supervisory or project lead experience with the ability to plan, direct, and supervise the activities of a financial staff.
- A master's degree or CPA or CPFO certification is preferred.
- Comprehensive knowledge of current governmental and generally accepted accounting principles (GAAP), methods, and practices.
- Strong experience with enterprise resource systems. SAP experience preferred.
- Strong Microsoft Office experience with advanced Excel skills.
- Strong organizational skills with the ability to multi-task and meet deadlines.
- Ability to analyze and interpret financial records and reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to compile and evaluate data, draw sound conclusions, and recommend course of action.
- Ability to understand operational processes to interpret financial impacts.
- Must pass a controlled substance (drug) test for employment.
- Fairfax Water requires new employees to be fully vaccinated against COVID-19, subject to legally required exceptions.
- Salary is up to \$130K + exceptional benefits

To apply go to <https://www.governmentjobs.com/careers/fairfaxwater>