

**MAJOR FUNCTION**

This is a responsible professional, supervisory and administrative position of considerable difficulty that involves financial analysis and system development activities in the Underground Utilities & Public Infrastructure (UU&PI) Department. The incumbent exercises independence in achieving results through the oversight, supervision, and direction of staff and resources dedicated to establishment, monitoring and maintenance of financial systems necessary to support the department. The incumbent participates in the formulation and execution of financial policies; preparation of financial management reports and analysis for use in evaluating and monitoring the department's financial position and compliance requirements. Work is performed with considerable independence under the general direction of the Administrative Services Manager. Work is reviewed through conferences, reports, observations, and by results obtained.

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

Directs the collection, preparation, analysis and reporting of the complex data necessary to enable budgeting, forecasting, accounting, long-range planning and communication for all services provided by the UU&PI Department. Evaluates and makes recommends to correct highly complex financial situations and the systems that support financial planning, tracking, analysis and forecasting. Coordinates the development and monitoring of operating and capital budgets and assists staff in planning strategy to correct deficiencies revealed through interpretation of financial reports. Consults with and advises the financial representatives of the City's other utilities, as necessary. Recommends and implements changes to departmental financial system policies and procedures. Represents UU & PI as financial and systems expert in discussions of the utility's interface with related organization-wide systems, processes and procedures. Prepares response to audit finding. Functions as the utility's key financial resource in all financial systems development. Maintains internal controls that safeguard the City's resources, reliability of financial information, and compliance requirements. Prepares and presents reports and other necessary documents and correspondences. Recommends the selection, transfer, advancement and discipline of employees, as applicable. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Attends City Commission meetings and various meetings/conferences as is required. Prepares and coordinates the preparation of agenda items for City Commission meetings. Participates in city-wide financial systems evaluation and implementation. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of generally accepted accounting principles, including governmental accounting budget analysis, forecasting and statistical concepts and methods. Knowledge of organization, functions, and financial problems of utilities. Thorough knowledge of the required federal, state, and local laws concerning the program area(s) of assignment. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures, and standard office and accounting equipment, as well as information processing equipment, and their application to accounting and finance. Ability to direct and coordinate application of the divergent accounting principles and policies of the assigned utility functions. Ability to express ideas clearly, and concisely, both orally and in writing. Ability to establish and maintain effective working relationships. Skilled in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, mathematics, economics, public or business administration or a related field and four years of administrative or professional experience in governmental finance, government budgeting or economics; or an equivalent combination of training and experience. A master's degree in any of the fields specifically mentioned above may be substituted for one year of the required experience. Two years of the required experience must have been in a supervisory capacity.

Established: 02-06-18