

UTILITIES BUDGET AND FINANCIAL MANAGER

MAJOR FUNCTION

Performs administrative and management work in planning, organizing, and directing the operations of the Utilities Finance Division. Work is performed under the general direction of the Utilities Director

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- To provide financial and budgeting expertise by acting as the key liaison person between the Utilities, Budget, and Finance Departments of Marion County.
- To input account data and fiscal information into internal fiscal tracking system in order to ensure that reported budgetary information is accurate and consistent by reconciling accounts monthly.
- To monitor and review agreements with consultants for conformity with the terms and conditions of the agreements.
- To gather, compile, and analyze financial information on utility-related issues for the preparation of required planning documents and budgets.
- To monitor revenue and expenditure components of the department budget and all utility agreements with other government agencies, private developers, or businesses to ensure that all charges are current and obligations of the agreements are met in a timely manner.
- To monitor bond and state revolving fund documents and projects, ensuring that all required documentation and verification of work is present for payment determination. To report financial status of bond projects and funding to the Director on a monthly basis.
- To review and assess the financial aspects of utility ordinances and resolutions.
- To monitor and prepare financial statements supporting the utility rate study analysis. Integrate analyses into utility budget.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Attendance at night, after hours, or weekend meetings may be required.

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CUSTOMER SERVICE

This is a front-line position providing excellent service to members of the public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, developers, consultants, and customers of the Utilities Department. Service is provided by phone contact, or in person.

SUPERVISION

This position has no supervisory authority. Will work closely with the Director, other utility employees, and other County departments to successfully develop and oversee budgets, contracts, and funding programs approved by state or federal agencies.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduate from an accredited college with a bachelor's degree in Finance, Accounting, or Business Administration, Licensed CPA preferred. Five years progressively responsible and professional experience in government or private programs related to accounting or planning required. Two years of supervisory experience. Utilities, bonds, and SRF documents planning experience preferred.

Licenses

Valid Florida Driver License. Licensed CPA preferred

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret complex financial reports and legal documents.
- Ability to respond to common inquiries from developers, consultants, or members of the financial community.
- Ability to maintain detailed reports, spreadsheets, or databases that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
- Requires the ability to identify trends in expenditures and revenues.

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- Requires the ability to apply concepts of advanced algebra.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs continually. Functions as an expert in matters of rules and policy for accounting, finance and budgeting.

Specialized Skills and Abilities

- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Knowledge of the functions, operations, and structure of County government.
- Extensive knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Ability to analyze statistical and other data and prepare professional reports, and provide information from these sources to discuss markers.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Knowledge of statues, rules, regulations, principals and practices and procedures related to government and County.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, County automobile, and other general office equipment in the completion of the tasks of this position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will frequently be required to sit. Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Must be able to carry ten pounds. Requires the ability to differentiate between colors and shades of colors.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The noise level is moderate. Majority of work performed is inside an office. Job functions are performed during the normal workday, however may require night or weekend meetings or in-state travel.

Established: **8/2007**

Pay Grade: **23**

Job Description Number: **3202**

Category: **3**

Status: **_E**

Revised: **02/2012**