

## **WATER UTILITY FINANCIAL MANAGER**

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible professional and managerial work in planning, coordinating and directing the functions, staff and activities of the Financial Section of the Madison Water Utility. The employee in this class develops and implements the Water Utility's financial plans, administers its financial system, and prepares all the necessary internal, City and Public Service Commission required financial reports. The work entails the supervision of the financial planning, accounting, billing, customer service, metering and water services inspection functions. The work also requires preparation and submittal of rate increase applications to the Wisconsin Public Service Commission. Work is characterized by a high degree of judgment, discretion and initiative. As a member of the Utility's Management Team, this position participates in the formulation of Utility policy and the identification and resolution of issues pertaining to management. Work is performed under the general supervision of the Water Utility General Manager.

#### Examples of Duties and Responsibilities:

Manage the financial performance of the City of Madison Water Utility to ensure that it attains and maintains current and future financial stability. Determine financial priorities and recommend, establish, and implement policies and procedures as directed by the General Manager. Perform all financial activities in accordance with Generally Accepted Accounting Principles and the standards and regulations of the Government Accounting Standards Board and the Wisconsin Public Service Commission.

Supervise the gathering of data and preparation of the annual capital and operating budgets and financial reports. Assist in the presentation of annual budgets to the Water Utility Board and the City Board of Estimates. Administer and coordinate the annual audit process with the outside audit firm.

Using the Utility's computerized financial model, forecast the impact of future capital investments and operational expenditures on revenue requirements and rate increases. Prepare rate applications for the Public Service Commission. Make presentations as required to the Water Utility Board, Board of Estimates, Common Council and Public Service Commission on rates, expenditures, operating rules and levels of service.

Ensure timely payment of Water Utility obligations through proper cash management techniques. Authorize investment of revenues and reserves to effectively handle cash flow and maximize revenues. Oversee the transfer of funds to the Sewer and Stormwater Utilities. Maintain contacts in financial markets and keep informed of pertinent financial trends. Analyze long-term debt needs and determine funding availability. In cooperation with the City Comptroller, structure the amount and term of debt through the use of appropriate debt instruments and to meet State and Federal standards relative to the maintenance of tax-exempt status, bond rating, and compliance with federal arbitrage regulations.

Formulate and interpret Utilities rules and policies to effectively comply with regulations and directives of the Public Service Commission.

Maintain and update an adequate insurance program for property and plant liability through negotiations with Risk Management and the Office of City Comptroller. Determine payment schedules and cooperate with the City Attorney's Office in major cases of litigation.

Contribute to establishing operating policies and to the general administration of the Utility, as part of the Management Team. Oversee the financial administration procedures and work as an administrative liaison with the City Treasurer's Office, City Comptroller and Information Technology.

Maintain dialogue with professional organizations, regulatory agencies and the general public. Monitor legislation pertaining to the water supply industry. Provide comment or testimony to the State Legislature on behalf of the Water Utility as necessary.

Oversee the Water Utility customer billing function for residential, commercial, industrial and governmental accounts for water, sewer and storm water service through supervision of the Customer Service Manager. Oversee the Customer Service Unit's provision of superior service through the call center and major customer relationships.

Direct the water meter reading, installation, inspection, repair, data management and billing functions through supervision of the Customer Service Supervisor. Maintain awareness of emerging technologies and recommend implementation at the Water Utility as appropriate. Oversee implementation of new technology and ensure staff are appropriately trained. Coordinate technological adaptations with Information Technology as appropriate.

Supervise professional and para-professional level accounting staff in the performance of daily financial transactions, periodic reporting, the preparation of annual Public Service Commission reports, etc.

Provide training and development to supervised employees to improve job performance, career enhancement, and/or promotability. Perform discipline, evaluation, grievance handling, work assignment, and other related supervisory functions for subordinate employees and supervisors.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of professional accounting and public finance principles and practices. Thorough knowledge of and the ability to satisfy the accounting/financial requirements of Generally Accepted Accounting Principles, Government Accounting Standards Board, and the Wisconsin Public Service Commission. Working knowledge of the practices and principles relating to the supervision of staff. Ability to prepare and present operating and capital budgets, using appropriate computer programs, spreadsheets and databases. Ability to

forecast through financial modeling the impact of future capital investments and operational changes. Ability to learn and utilize computerized financial modeling programs. Ability to analyze long-term capital needs and recommend appropriate financing methods. Ability to establish and manage a financial system and cash management procedures for the utility. Ability to prepare and submit rate requests to the State Public Service Commission. Ability to maintain adequate insurance coverage for utility property, physical plant and equipment. Ability to supervise and direct the activities of professional, technical and clerical employees working in diverse areas. Ability to establish and maintain effective working relationships with co-workers, other City employees, board and committee members and the public. Ability to research, recommend and implement specialized computer programs. Ability to communicate effectively, both orally and in writing. Ability to develop effective policies and procedures and oversee implementation. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of professional financial management experience including staff supervision, budget development, and preparation of financial reports. At least one year of experience must have involved such activities as: budget preparation, forecasting revenues and expenditures, rate case preparation and presentation, and/or responsibility for managing debt obligations. Such experience would normally be attained after graduation from an accredited college or university with a degree in public finance, accounting, or a closely related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirements:

Work is primarily sedentary in nature, working with telephone and computer on a regular basis.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Water Utility	18	15

Approved: \_\_\_\_\_  
 Brad Wirtz  
 Human Resources Director  
 Date