

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Water Utility Financial Manager

3. Working Title (if any):

Financial Manager

4. Name & Class of First-Line Supervisor:

Tom Heikkinen-Water Utility General Manager

Work Phone: 266-4651

5. Department, Division & Section:

Water Utility

6. Work Address:

Olin Road

7. Hours/Week: 38.75

Start time: 8 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 35% A. Manage the financial performance of the City of Madison Water Utility to ensure that it attains and maintains current and future financial stability.
1. Determine financial priorities and recommend, establish, and implement policies and procedures as directed by the WU General Manager.
 2. 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.
 3. Supervise the gathering of data and preparation of the annual capital and operating budgets and financial reports.
 4. Assist in the presentation of annual budgets to the Water Utility Board and the City Board of Estimates.
 5. Administer and coordinate the annual audit process with the outside audit firm.
 6. Using the Utility's computerized financial model, forecast the impact of future capital investments and operational expenditures on revenue requirements and rate increases.
 7. Prepare rate applications for the Public Service Commission.
 8. 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.
 9. Ensure timely payment of Water Utility obligations through proper cash management techniques.
 10. Authorize investment of revenues and reserves to effectively handle cash flow and maximize revenues.
 11. Oversee the transfer of funds to the Sewer and Stormwater Utilities.
 12. Maintain contacts in financial markets and keep informed of pertinent financial trends.
 13. 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.
- 20% B. Participate in management of the Water Utility, assisting in the formulation of policies and procedures and serving as liaison with other City departments/divisions regarding Utility matters.
1. Formulate and interpret Utilities rules and policies to effectively comply with regulations and directives of the Public Service Commission.
 2. Maintain and update an adequate insurance program for property and plant liability through negotiations with Risk Management and the Office of City Comptroller.
 3. Determine payment schedules and cooperate with the City Attorney's Office in major cases of litigation.
 4. Serve as a member of the Water Utility Management Team.
 5. Oversee the financial administration procedures and work as an administrative liaison with the City Treasurer's Office, City Comptroller and Information Technology.
- 20% C. Oversee the billing/customer service and meter shop functions of the Utility.
1. 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 the Customer Services Supervisor.
 2. Oversee the Customer Service Unit's provision of superior service through the call center and major customer relationships.
 3. Direct the water meter reading, installation, inspection, and repair, data management, and billing functions through supervision of the Customer Services Supervisor.
 4. Maintain awareness of emerging technologies and recommend implementation at the Water Utility as appropriate.
 5. Oversee implementation of new technology and ensure staff are appropriately trained. Coordinate technological adaptations with Information Technology as appropriate.
- 20% D. Supervise staff.

1. 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.
2. Supervise subordinate supervisors and administrative personnel in the Customer Service and Meter Shop areas.
3. Provide training and development to supervised employees to improve job performance, career enhancement, and/or promotability.
4. Perform discipline, evaluation, grievance handling, work assignment, and other related supervisory functions for subordinate employees and supervisors.

5% E. Perform related work as required.

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

12. Primary knowledge, skills and abilities required:

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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

General—Reports to WU General Manager

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.