

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone: 266-4655

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

Accountant 4

3. Working Title (if any):

Financial Unit Supervisor

4. Name & Class of First-Line Supervisor:

Robin G Piper – H219 - Chief Administrative Officer

Work Phone: 266-4656

5. Department, Division & Section:

Water Utility, Customer Service & Finance

6. Work Address:

119 E Olin Ave, Madison, WI 53713

7. Hours/Week: 38.75

Start time: 7:30 am End time: 4:00 pm

8. Date of hire in this position:

TBD

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

N/A

-
10. Position Summary:

This is responsible professional and supervisory work managing the finances and fiscal system of the Water Utility in accordance with Generally Accepted Accounting Principles and the Public Service Commission of Wisconsin. Maintains the financial records and prepares financial statements for the Water Utility. Supervises the Finance Section of the Water Utility.

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

25% A. Manage finances and fiscal systems of Water Utility

1. Supervise the gathering of data and preparation of the annual capital and operating budgets. Assists in the presentation of the budgets to the Water Utility Board of Commissioners and Board of Estimates. Administers and coordinates annual audit with outside audit firm, annual reporting to the Public Service Commission of Wisconsin, supervises the financial report cycle to satisfy the requirements of Generally Accepted Accounting Principles and national Association of Regulatory Utility Commissioners.

2. Forecasts financial impact of changes in service area, analyzes appropriate relevant revenues and expenditures, and prepares applications to increase rates. Makes presentations as required to Water Utility Board of Commissioners, Board of Estimates, Common Council, and Public Service Commission of Wisconsin. Maintains a working relationship with the Public Service Commission of Wisconsin in order to coordinate rates, rules and levels of service.
 3. Ensures timely payment of utility obligations through proper cash management techniques, authorizes investment of revenues and reserves to efficiently handle cash flow and maximize revenues. Maintains contacts in financial markets and keeps informed of pertinent financial trends.
 4. Proposes and obtains Public Service Commission of Wisconsin approval for depreciation schedules in order to maintain cash flow.
- 55% B. Maintain the financial records of the Water Utility. Supervises the Finance Section of the Water Utility to oversee the following:
1. Prepare journal entries
 2. Project cash receipts and disbursements
 3. Prepare financial statements
 4. Account for investments and invest Water Utility funds in conjunction with the City Treasurer
 5. Account to Sewer and Stormwater and Parks for Urban Forestry billing and receipts
 6. Review payment vouchers for charge to proper accounts, review receipts for credits to proper accounts and review distribution of payroll charges to proper accounts
 7. Analyze work orders for distribution to property and plant accounts, expense accounts and property retirements
 8. Prepare adjusting and closing journal entries. Prepare working papers for Public Service Commission of Wisconsin annual report and annual year financial audit.
 9. Supervise preparation of PSCW annual report.
 10. Work with independent auditors
 11. Prepare Operating and Capital Budgets and supporting documentation.
 12. Supervise the preparation of application to increase rates before the PSCW and work with PSCW auditors on the rate case.
- 10% C. Work with Customer Service Staff in designing and developing computer systems for billing, service orders, inventory, record keeping and telephone systems.
1. Evaluate hardware and software for use by the Water Utility
 2. Work with City Information Technology staff to coordinate and implement new hardware and software
 3. Supervise staff and work with City Information Technology staff to maintain connectivity and accessibility to city network, office software, financial software, customer information system software, meter data management system software, email and telephone system
- 10% D. Responsible for major financial transactions of the water utility
1. Maintains Utility Financial Planning Model
 2. Works with Chief Administrative Officer to coordinate the issue of revenue bonds with the financial advisor, bond counsel and the City Finance Department
 3. Works with financial advisor to take advantage of market conditions for new bond issues or refinancing opportunities

12. Primary knowledge, skills and abilities required:

Thorough knowledge of Generally Accepted Accounting Principles and practices. Working knowledge of enterprise fund accounting and municipal utility accounting. Thorough knowledge of Public Service Commission of Wisconsin rules and regulations. Ability to prepare financial statements and supporting schedules and reconciliations. Ability to supervise and motivate people and deal with diverse commissions, committees and councils. Ability to use computer software applicable to the duties of this position. Ability to apply critical thinking and problem solving techniques to a wide array of issues. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of utility and external business contacts. Ability to perform accurate calculations.

Ability to lead or supervise administrative and professional staff. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to use computers and calculators

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

General direction of the Chief Administrative Officer

17. Leadership Responsibilities:

This position: is responsible for supervisory activities.
 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).

Robin G Piper
SUPERVISOR

June 16, 2016
DATE

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