

Engineering Financial Manager

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible professional, administrative, and managerial work directing the budget, accounting, and financial management functions of the Engineering Division. The work focuses on overseeing the development, coordination and implementation of the Engineering, Landfill, Sewer Utility, and Stormwater Utility's annual operating and capital budget, accounting, and financial reporting systems, with managerial responsibilities in the areas of general accounting, payroll, financial management and purchasing services. Under the general direction of the City Engineer, this position functions as an Integral member of the Engineering Management Team by providing expertise in the areas of budget, accounting, and financial management. This position provides consultation at all levels of the organization and exercises a high level of independent judgment and discretion in developing program goals and objectives.

Examples of Duties and Responsibilities:

Budget and Financial Management Services

- Oversee the development, coordination, submittal, and implementation of the Engineering, Landfill, Sewer Utility, and Stormwater Utility's annual operating and capital budgets. Serve as the primary resource on these budgets. Perform budgetary planning and cost benefits analysis. Present reports regarding budget implications of various decisions. Meet with managers and staff to develop budget narratives and related data. Provide professional analytic expertise.
- Manage and make recommendations regarding the annual borrowing for the division including Sewer Revenue Bonds and General Obligation Bonds to best meet cash flow needs and the balance of cash reserves versus debt proceeds. Analyze long-term debt needs and determine funding availability. Work directly with rating agencies and City's financial advisory firm to put together the revenue bond issuance package for Sewer Utility. Compile data and work with bond advisor to meet the Continuing Disclosure requirements of the bonds. Manage compliance and make recommendations regarding arbitrage regulations in relation to capital projects. Ensure timely payment of Sewer Utility and Stormwater Utility obligations through proper cash management techniques. Maintain contacts in financial markets and keep informed of pertinent financial trends.
- Develop the annual utility rate structures for the Sewer Utility, the Stormwater Utility and the Landfill Remediation fund to ensure conformance with accounting practices and the rules and precedents of regulatory agencies, including the Wisconsin Public Service Commission. Coordinate migration of Landfill, Sewer Utility, and Stormwater Utility billing functions to Munis with Finance and Water Utility. Oversee monthly reconciliation of billing revenues and receivables. Research and correct billing issues due to incorrect account service setups.
- Manage the day-to-day finances of the Engineering Division, Sewer Utility, Stormwater Utility and Land Remediation Fund. Provide day-to-day control over a large variety of expenditures and revenues.

- Oversee legislative process related to budgetary items. Review funding sources for projects. Verify the availability of funds for various construction projects, including funding from other agency budgets, at the time of Common Council Award. Coordinate with other agencies on their budgets Draft budget amending resolutions for the Engineering Division, Draft fiscal notes for Common Council resolutions relating to the Engineering Division, Sewer Utility and Stormwater Utility and/or advise Division staff on issues related to the fiscal notes.

Accounting Services

- Provide leadership, policy direction and expert advice to professional and technical staff in the functional areas of general accounting, payroll, and purchasing services.
- Maintain a high level of expertise in all aspects of the MUNIS financial system; including general ledger, budgeting, project management, payroll, utility billing, purchasing, and general billing.
- Review all guidelines developed by City Finance and provide adaptation to Engineering processes as needed.
- Develop and implement operational and programmatic standard improvements to a variety of existing accounting processes, internal fiscal control systems, and/or reporting practices.
- Oversee collection of relevant data and preparation of reports, and periodic statements regarding services performed by the Division, operating and payroll expenditures, and the status of capital accounts. Prepare, coordinate, or supervise the preparation of periodic agency or account transfers for labor, material, or equipment costs. Prepare invoices to other public agencies for engineering services in accordance with agreements.
- Track Impact Fee district sub funds; prepare and submit quarterly reports for developers as required by State statute. Track the payment of MMSD/CUSA service area amendment fees and subsequent collection from developers as lands develop. Manage private development escrow deposits. Track contract deposits and end of year billing if deposits are depleted. Perform annual analysis and tax roll mailing for delinquent utility bills that relate to condos and other notational parcels.
- Oversee and manage grant financial administration and reporting. Establish and administer appropriate financial systems, to encompass cost accounting, enterprise and capital budgets, and loan-related activities. Develop specialized analytic or regulatory procedures necessary to ensure compliance with Federal, State, and City regulations.
- Develop processes and procedures for the management of the accounts receivable and billing. Ensure Develop processes and procedures for the management of the accounts receivable and billing.
- Provide professional analytic expertise related to finances, contracts, purchasing and staffing. Prepare Capacity Maintenance Annual Report (CMAR) financials for submittal to Wisconsin Department of Natural Resources.
- Prepare annual Sewer Utility and Stormwater Utility financial statements in City's Caseware software.
- Oversee and/or conduct the annual internal audit of the operations and capital expenditures of the Engineering Division, Landfill Remediation Fund, Sewer Utility and Stormwater Utility. Directly work with the City's external auditors in the audit of public works infrastructure assets, TIF transfers, operating and capital fund activity, escrow deposits, grants and capital assets.

- Oversee and coordinate the annual individual audit of the Sewer Utility and of the Stormwater Utility with the City's external auditors, serving as the primary contact for auditor questions about each Utility's financial results.
- Oversee and/or conduct public works infrastructure asset management including the street right-of-way land and easement inventory, street network, bike path network, bridge network, sanitary sewer network and storm sewer network to insure compliance with GASB rules for public infrastructure. Coordinate the management of public works asset mapping with the Engineering Technology Manager.
- Manage position control numbers. Review and approve requisitions and hiring in neogov. Oversee personnel actions in Munis.
- Direct the activities of the Engineering payroll team. Develop and control all tasks necessary to accomplish the organization's payroll processing objectives. Responsible for payroll strategy, planning, and communications. Prepare bi-weekly payroll cost reports for managers to use in controlling project costs and overtime.
- Serve as the Division's p-card coordinator. Request new cards, manage card limits and develop procedures for proper internal control and oversight. Manage Purchase of Service contracts for the division. Coordinate and control the purchase of communications technology, business machines, furnishings, and computer acquisition and review implementation and ongoing maintenance.

Employee Leadership & Development

- Provide leadership, policy direction and expert advice to professional and technical staff in the functional areas of general accounting, payroll, financial management and purchasing services.
- Assign and monitor the work of employees.
- Identify and recommend operating changes to improve the effectiveness and coordination of related functions and operations.
- Meet with staff relative to the resolution of operational issues.
- Develop and maintain a system of employee involvement and feedback.
- Participate in and/or oversee the hiring, training, evaluation and discipline of assigned staff.

Other Related Duties

- Provide training to staff on financial management, budget processes and accounting standards and guidelines.
- Oversee and manage Engineering's development and implementation of Results Madison.
- Act as a liaison between agency management and the Finance Department
- Work with Department of Civil Rights to resolve vendor compliance issues.
- Negotiate and monitor Memorandum of Agreement with Madison Water Utility.
- Serve as the liaison between the Madison Metropolitan Sewerage District and the Madison Sewer Utility as it relates to financial matters, including providing relevant data to the district throughout the year.
- Participate, provide assistance and represent the City Engineer as needed at the Finance Committee, Common Council, and a wide variety of other administrative meetings,

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of professional accounting and public budget, financial and accounting theories, principles and practices. Thorough knowledge of and the ability to satisfy the accounting/financial requirements of Generally Accepted Accounting Principles and Government Accounting Standards Board. Thorough knowledge of computerized data systems, including their utilization in accounting, finance, data manipulation and projections, and budget development and monitoring. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of State or Federal grant accounting procedures and regulations. Working knowledge of supervisory principles and practices. Ability to prepare capital and operating budgets and comprehensive written reports and to develop and present persuasive recommendations orally and in writing. Ability to develop and justify budgetary requests and control budget expenditures. Ability to develop, implement, administer and monitor administrative financial policies and procedures. Ability to collect, analyze and summarize data and to prepare clear and concise reports. Ability to prepare and submit rate requests. Ability to apply accounting theory to operational problems. Ability to prepare complex financial statements and reports. Ability to supervise and/or perform financial audits. Ability to forecast the impact of future capital investments and operational changes. Ability to analyze long-term capital needs and recommend appropriate financing methods. Ability to train management level staff in financial procedures. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to maintain adequate insurance coverage for utility property, physical plant and equipment. Ability to work independently, determine work priorities, and meet deadlines. Ability to establish and maintain effective working relationships with co-workers, other City employees, board and committee members and the public. Ability to hire, train, assign, evaluate employees. Ability to supervise and direct the activities of professional and administrative employees. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Physical Requirements:

The work of this position is generally performed in an office environment using standard office equipment, including computer, phone, copier, etc. Incumbents may be expected to attend meetings at various City facilities.

Department/Division	Comp. Group	Range
Engineering	18	16

Approved: _____

Erin Hillson
Human Services Director

Date