

**KAUKAUNA UTILITIES
JOB DESCRIPTION**

JOB TITLE:	MANAGER OF FINANCE & ADMINISTRATION
TYPE:	EXEMPT
REPORTS TO:	GENERAL MANAGER
DEPARTMENT:	OFFICE
DATE:	JANUARY, 2017

JOB ANALYSIS

Ensure fiscal stability and positive utility customer relations by managing utility finances and provide financial analysis and recommendations. Oversee accounting and financial operations, customer service, purchasing and general administrative support functions.

ESSENTIAL JOB FUNCTIONS

Supervise daily accounting operations and staff by developing appropriate fiscal policies and procedures; providing oversight for the maintenance of the general ledger, accounts receivable, payment of accounts payable and disbursement of payment for accounts payable ensuring that generally accepted accounting practices are followed; managing utility inventory; preparation of bi-weekly payroll.

Oversee annual financial audits, advising on electric and water utility operational procedures in support of sound plant accounting methods.

Oversee and review application of utility tariffs, managing accounting and customer software purchases and maintenance and provide guidance to staff as needed.

Ensure fiscal stability of the utility by monitoring revenues, expenditures and budget variances; developing short and long range fiscal plans; coordinate the development of operational and capital expenditure budgets; advise and participate in the maintenance of cost accounting records; manage utility investments, coordinating the establishment of modified utility rates.

Participate in contract negotiations, disbursement of payment and approval for contracted services, advising on necessary changes to project costing standards.

Promote effective business operations by overseeing the purchase, installation and maintenance of financial computer hardware and software; develop bid specifications and approve purchases and contracts for equipment in support of efficient utility operations (i.e. billing equipment, third party contracts); provide computer software maintenance support; coordinate the analysis of the need for improved systems and enhanced technology; and develop general administrative and purchasing policy recommendations and specific procedures.

Ensure effective customer service operations and positive customer relations by providing advice and guidance to the customer service supervisor advising on efficient billing procedures;

providing technical expertise for large power and miscellaneous billing; manage the public benefits programs; oversee arrangements for outside services, provide oversight for delinquent accounts management; review and modify customer service procedures and policies assisting with complex customer situations and providing back-up to the Customer Service Supervisor.

Maintain internal control by analyzing variances, reconciling accounts receivable and general ledger accounts monthly to supporting detail including cash, investments, interfunds, accounts payable, taxes, debt and others; manage account distribution for completed work orders and provide back-up to the Accounting Supervisor.

Furnish financial information by presenting financial analysis and recommendations; oversee the preparation of financial statements and reports for Commission meetings; accumulate and analyze annual report data and sales statistics.

Supervise the preparation of delinquent account and customer disconnect reports providing liaison and information for annual audits; prepare financial and accounting reports for regulatory agencies and oversee the preparation of year end payroll and tax reports.

Recommend human resource policies and procedures providing cost information and management insight for labor negotiations; recommend utility policy and effective practice for compensation and benefits issues; manage insurance liability and property damage contracts.

Provide support to all utility departments and utility management team and perform other required duties as needed.

QUALIFICATIONS

Required Education

Bachelor degree in Business Administration, Accounting or Financial Management. Certified Public Accountant license preferred.

Special Knowledge

Considerable knowledge of computer hardware and software and computerized office management applications including automated accounting and financial systems.

Understanding of effective customer service principles and techniques.

Ability to communicate effectively both verbally and in written form.

Required Experience

Three to five (3-5) years experience managing financial/accounting operations, preferably in a utility environment. Five to seven (5-7) years experience in business operations as primary accountant or bookkeeper. Minimum of one year experience in customer service and client relations.

Special Skills

Considerable knowledge of modern office practices, procedures and equipment.

Ability to operate a variety of office equipment including a personal computer, calculator, photocopier and mailing machine.

Ability to frequently communicate verbally and in written form with utility employees, consultants and city staff.

Ability to present financial information in a formal setting to utility commission and public.
Ability to maintain a valid State of Wisconsin driver's license.

Considerable communication skills for extensive telephone conversations with numerous parties.

Physical Requirements

Extensive use of computer to enter and analyze financial data, produce reports and verify figures requiring hand dexterity.

Occasionally required to lift 50 pounds or more in the maintenance of office or computer equipment.

Use of fingers and both hands and legs or be compensated by the use of acceptable prostheses.

Clear vision in both eyes, with depth perception, field of vision, ability to distinguish basic colors and ability to distinguish shades of color (glasses acceptable).

Ability to hear conversational voice up to 15 feet away in at least one ear (aid permitted).

Language Ability and Interpersonal Communication

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

Work is normally performed in a climate-controlled office environment with minimal physical exertion.