



City of New Richmond Job Description

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| Position Title: Utility Finance Director | Department: Utilities |
| Reports To: City Administrator/Utility Manager | FLSA Code: Exempt |

Position Summary: This position has overall responsibility for the planning, organizing, controlling and directing of Utility finance activities for the Electric, Water and Wastewater Departments. Additional responsibilities include providing exceptional leadership and supervision to Utility office staff and managing the accounting, financial analysis and reporting, long range planning, collections, and customer service for the Utilities. An understanding of all municipal budgets, accounting practices, payroll and financial services is required.

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| Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change. |
| ➤ Prepare and administer operating and capital budgets ensuring the fiscal stability of the Utility by monitoring revenues, expenditures and budget variances. |
| ➤ Develop short and long range financial plans, including the implementation of financial policies, procedures and other controls. |
| ➤ Direct and supervise Utility billing, accounts payable, accounts receivable, payroll, cash receipts, collections and customer service functions of Utility office staff. |
| ➤ Manage Utility cash and investments. |
| ➤ Maintain fixed asset inventory. |
| ➤ Oversee the development and implementation of Utility policies and procedures ensuring on-going compliance. |
| ➤ Manage annual audit, acting as the primary liaison to auditors. Prepare work papers and schedules as requested by auditors. |
| ➤ Responsible for Utility Inventory and Work Order Accounting |
| ➤ Furnish financial information to stakeholders through both formal and informal presentations. Provide sound financial analysis and recommendations, preparing financial statements and reports for Utility Commission meetings as necessary. |
| ➤ Prepare and submit Utility rate requests to the Public Service Commission (PSC). |
| ➤ Prepare and submit annual PSC electric and water reports. |
| ➤ Assist with core municipal financials. |

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| Other Responsibilities: These functions will comprise up to 25% of your time. |
| ➤ Perform other duties as assigned. |
| ➤ Attend and present financial information at City Council meetings and other meetings as requested. |

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Knowledge of intermediate accounting practices and principles. Knowledge of municipal and utility finance best practices. Proficiency in Microsoft Office Products, Outlook and various database programs. Preferred knowledge of Northstar, Dynamics, FRx report writers. Considerable knowledge of computer hardware and software, and computerized office management applications including experience with automated accounting and financial systems. Familiarity with appropriate human resource principles and practices. Understanding of effective customer service principles and techniques. Ability to communicate effectively both verbally and in written form, especially regarding reports, business correspondence and procedure manuals.

Skills: Must be highly organized and possess the ability to manage multiple projects and competing demands. Requires the ability to develop effective working relationships and provide effective and responsive service to all City of New Richmond/Utility staff and customers. Computer knowledge and skill in using a ten-key calculator.

Abilities: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to effectively communicate with customers and co-workers. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply all principles of accounting transactions. Ability to learn new computer programs.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking, Problem Solving and Confidentiality.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.
- **Confidentiality** – Ability to maintain confidentiality.

Position Evaluation Factors:

Organization Contacts: City of New Richmond and New Richmond Utility employees, Utility customers, Utility Commission, Common Council, various Boards and Commissions, auditors and associated vendors.

Education and Experience: Bachelor's degree (B.A.) from a four year college or university in Accounting, Finance or Business Administration; three to five (3-5) years experience managing financial/accounting operations, preferably in a utility environment; or equivalent combination of education and experience. Certified Public Accountant license preferred.

Physical Requirements: Must be able to sit and stand while completing work for up to two hours at a time. Position requires the ability to work with hands and fingers on a consistent basis. Additional requirements include the ability to bend, twist, walk, stand, sit, and reach on a frequent basis.

Working Conditions: Work will be performed in a typical office setting.