

POSITION DESCRIPTION
WATER WORKS AND SEWER BOARD
City of Anniston, Alabama

JOB TITLE: FINANCE DIRECTOR

CODE: 106

NATURE OF WORK

This job involves financial planning, forecasting, budgeting, investing, bidding, maintaining accounting/computer system and administration of employee benefits for the Water Works and Sewer Board.

Work involves administrative financial management of medium-sized public water and sewer utility. Incumbent administers financial management of day-to-day operations to include financial planning, forecasting, investment of Board funds, annual budgeting, preparing financial statements, personnel payroll administration, employee benefits, i.e., health insurance, accidental death and dismemberment insurance, workers compensation insurance, cafeteria plan, retirement plans and deferred savings plans. Prepare bid specifications and documents for construction activities, janitorial services, fixed asset purchases, property liability and personnel insurance quotes; banking proposals, prepare governmental agency surveys, process new employees, and prepare financial statements for monthly Board meetings. Reconciles program financial activities.

Work is performed under general supervision of the General Manager.

EXAMPLES OF WORK PERFORMED

(All duties may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.)

Attend Board work sessions and meetings, prepare financial statements, bid documents, insurance quotes, bank request for proposals, and investment quotes for Board information and action.

Supervise the maintenance of central accounting/computer systems and general ledgers; maintain records of claims against the Board; submit claims to Board for action in timely fashion.

Prepare annual budget; perform financial forecasting; direct auditing requirements as needed; direct preparation of revenues, expenditures, debt, costs, and other statements; responsible for all Board funds, collectibles, receivables, expenditures, fixed asset purchases, construction financing, and investments.

Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.

Oversee the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.; funding

service management, which includes weekly funding reports; quarter and year-end payroll closing including federal and state reports; and check management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the organization and function of the Water Works and Sewer Board.

Considerable knowledge of modern methods of finance, financial planning, financial forecasting, financial budgeting, financial program evaluation, and review.

Knowledge of modern office practices, procedures, equipment, and computers (AS/400 experience desirable).

Considerable knowledge of the principles and practices of governmental utility accounting, budgeting, purchasing, bid laws, and computer-generated fund accounting.

Knowledgeable of tax laws and codes and ability to maintain important records efficiently and accurately, and to prepare clear and concise reports, records, and summaries.

Ability to formulate, initiate, and administer financial control, policies and procedures, and accounting methods for effective revenue collection and fiscal control.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with fellow employees, area banks, insurance carriers, federal and state agencies, and other outside agencies as appropriate.

DESIRABLE EXPERIENCE AND TRAINING

At least five (5) years of experience in finance, accounting, and general administration; and graduation from an accredited college or university with a degree in business administration, accounting, or finance.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.