



## Job Description

**POSITION TITLE:** Director of Financial and Administrative Services

**EXEMPTION STATUS:** EXEMPT

**JOB FAMILY:** Finance

**JOB LEVEL:** Senior Level Management

**GENERAL POSITION SUMMARY:** This position is responsible for the management and administration of all Financial and Administrative Services programs, billing activities and warehouse.

**SUPERVISES:** Staff accountants, accounting & billing staff, metering, information technology and warehouse personnel

**SUPERVISED BY:** General Manager|CEO

### GENERAL DUTIES AND RESPONSIBILITIES:

Major emphasis is placed upon administering programs in the areas related to Financial Services, Investment Management, Bond Administration, Data Processing, Administrative services and Risk Management as directed by the General Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates daily operations of all departments in processing cash receipts, accounts payables/receivables, utility billing, bank reconciliation, financial reports, bank deposits, information technology, metering, and posting of funds.
- Under the direction of the General Manager, directs and coordinates preparation of the annual Utility Commission budget and monitors expenditures by providing a monthly budget review to all departments.
- Directs and prepares monthly financial statements.
- Assists departments in monitoring expenditures under grants and monitors grant compliance.
- Reviews maintenance of fixed assets and depreciation schedules.
- Reviews and reports on financial projects that affect the Utility Commission directly or indirectly.
- Under the direction of the General Manager, assists in management of investments of excess moneys after acquiring bids on interest rates and determining yield.
- Assists external auditors by providing needed data and coordinating staff to provide auditors' needs.
- Works with General Manager and Independent Auditor to develop internal audit procedures.
- Performs various accounting tasks such as making and adjusting journal entries, opening and closing out accounts, and closing the ledger at end of fiscal year.
- Performs other related duties as assigned.
- Complete oversight of the warehouse
- Responsible for coordinating and supervising management of warehouse inventory
- Conducts internal audits of departments to assure Utility Commission financial policies are met
- Contract administration and direct work with the Utility Commission attorney.

- Complete oversight of the Metering Department
- Complete oversight of the Information Technology Department

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

• The General Manager assigns work in terms of goals and objectives. The employee is responsible for organizing and coordinating the work of the department to ensure Utility Commission goals are attained. Work is reviewed in consultation with the General Manager on special issues and through regular reports to the General Manager.

### **JOB SCOPE**

Successful performance in this position ensures efficient operation of the Utility Commission's financial matters and computer operations.

### **COMMUNICATIONS/CUSTOMER CONTACT**

- Contacts are typically with the General Manager, employees in all departments, city staff, vendors, auditors and representatives of financial, human resource and computer institutions & organizations.
- Contacts are typically meant to coordinate and motivate personnel, resolve problems, as well as exchange and provide information.

### **COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:**

#### **Education and Experience:**

- Bachelor's degree in Finance, Accounting or related degree; supplemental degree or experience in Public Administration, or Business Management preferred; five to ten years of experience. Equivalent combination of education or experience.
- Ability to be bonded. A check of credit worthiness may be required

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of finance and accounting, particularly as applied in public organizations.
- Knowledge of principles and practices of municipal accounting and auditing; municipal accounting funds, financial analysis and forecasting.
- Knowledge of the principles and practices of public administration.
- Knowledge of relevant federal and state laws, grant requirements, city ordinances, policies and procedures
- Ability to analyze and interpret financial data, forecast financial trends, and plan & organize the departmental budget preparation process.
- Ability to prepare accurate and understandable financial reports, assure compliance with state and federal regulations for Commission accounting procedures; and to prepare revenue and expenditure estimates.
- Ability to communicate clearly and effectively, both orally and in writing.
- Guidelines are relevant federal and state laws, grant requirements, ordinances, policies and procedures, and accepted accounting principles for government organizations. The employee must use interpretation in application of guidelines.

### **Equipment and Applications**

- Knowledge of principles and techniques of computerized information management
- Knowledge of data processing capabilities for financial systems.

**JOB CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Frequently required to sit, use hands to handle or feel, reach with hands and arms as well as talk and hear
- Occasionally required to stand, walk, stoop, kneel, crouch and/or crawl
- Occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus
- The noise level in the work environment is usually low

If interested, please send resume by one of the methods below:

Email: [hrmanager@fvutil.com](mailto:hrmanager@fvutil.com)

Mail: 500 Anthoine St

Fort Valley GA 31030

Fax: 478-825-7704

Open Until Filled

*EOE/Drug Free/Smoke Free Environment*