

CITY FINANCE DIRECTOR & TREASURER POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the city treasurer as set forth in Wisconsin Statutes §§ 62.09 (9) and performs such additional duties as may from time to time be directed by the city council and city administrator; performs all accounting and financial reporting functions of the City of Evansville and its water, electric, and wastewater utilities.

Responsible for managing the following functions:

All payroll and benefits functions of the city and all of its utilities;

All accounts receivable functions of the city and all of its utilities;

All accounts payable functions of the city and all of its utilities;

All cash and investment functions of the city and all of its utilities

Responsible for the financial management of the city and all of its utilities, including preparing the operating and capital budgets in consultation with the city administrator and department heads.

Provides financial and accounting information and analysis as requested by the mayor or alderpersons, city administrator, or department heads.

Performs such additional duties as may from time to time be directed by the mayor, Common Council and city administrator.

Distinguishing Features Of The Position:

The employee reports to the city administrator and has direct responsibility and accountability to the Finance and Labor Relations Committee. The employee is reviewed annually.

This position will provide information on an advisory basis to the mayor, Common Council, city administrator and other department supervisors. This position will also be responsible for ensuring that complete, accurate, and timely accounting data is recorded for the city and all of its utilities and that internal controls are observed.

The employee is required to attend the meetings of the Finance and Labor Relations Committee.

Examples of work (illustrative only):

Administrative:

Directs and monitors timeliness and accuracy of the work of the city clerk, deputy clerk, accounting technician, customer service specialist, and customer service clerk.

Directs and monitors the timeliness and accuracy of the processing of all accounts receivable and accounts payable of the water and electric utilities by the deputy clerk, accounting technician, customer service specialist, and customer service clerk.

Develops proposals for internal policies for review and adoption by the city administrator, Finance and Labor Relations Committee, and Common Council.

Implements policies of the Common Council, and directives of the mayor and city administrator.

Prepares annual budget request for the finance director cost center and other portions of the city budget as assigned by the city administrator.

Prepares the operating and capital budgets of the city and its wastewater utility as directed by the city administrator, including forecasting of operating revenues available for capital projects (primarily for wastewater utility) and borrowing needs for capital projects.

Prepares the operating budget of the water and electric utilities as directed by the superintendent of the Water and Light Department, including estimation of utility revenues, expenses, property tax equivalent costs, street lighting and public fire protection income.

Prepares the capital budget of the water and electric utilities as directed by the superintendent of the Water and Light Department, including forecasting of operating cash flows available to fund capital projects, borrowing needs required to fund capital projects, and need for water and electric rate cases.

Monitors the expenditures of budgeted appropriations for the city and its utilities, and when expenditures are approaching the limit of the applicable appropriation, informs the responsible department supervisor and, if appropriate, recommends a budget amendment to the city administrator.

Assembles records and prepares documents requested by outside consulting firm to prepare water and electric rate cases. Responds to PSC inquiries and billing dispute investigations, providing written opinions and maintaining methods of adherence to regulations and rules.

Maintains knowledge of current rules and regulations of the PSC and Federal Energy Regulatory Commission and applies the same.

Accounting:

Reconciles bank statements for all bank accounts of the city and its utilities on a monthly basis.

Reconciles all ledger accounts in the various funds.

The city finance director is not permitted to act as a cashier.

Provides summary reports of the fiscal position of the city and its utilities to the Mayor and Common Council on a monthly basis.

Provides more detailed reports of the fiscal position of the city and its utilities on a monthly basis to the Finance and Labor Relations Committee, city administrator, and department supervisors.

Processes pay requests from contractors as approved and submitted by the city engineer.

Creates and maintains a complete and accurate debt service schedule, ensures that cash will be available to make scheduled debt service payments, allocates debt service payments among the funds contributing to the debt service payments, completes the disbursements of scheduled debt service payments of the water and electric, and instructs the city clerk to complete the disbursements of scheduled debt service payments of the city and wastewater utility.

Bills and collects ambulance per head charge from townships. Writes journal entries and makes adjustments to accounts based on information received from ambulance third party billing and collections agency

Compiles and maintains utility records, including—

- Calculating monthly industrial and large power customer utility bills;

- Providing support to industrial and large power customers in estimating and anticipating their utility expenditures;

- Preparing electric and water plant depreciation calculations;

- Preparing plant asset accounting resulting from construction projects;

- Calculating monthly Power Cost Adjustment Charge and preparing related report to PSC each month;

- Determine appropriate bad debts/write offs and amounts to be recovered via special assessments on property tax bills;

- Monitor handling of bankrupt customer accounts by customer service specialist and accounting technician;

- Preparing monthly journal entries, accruals and amortizations;

- Maintaining general ledger via thorough monthly trial balance review;

- Preparing PSC Annual Reports for water and electric plant;

- Preparing annual report to the state Department of Administration regarding collected public benefit funds and the utility's Commitment to Community Program.

Payroll:

Serves as an information resource for the city clerk and human resources administrator regarding the processing of bi-weekly payroll and reviews bi-weekly, quarterly and annual payroll tax reports, retirement system reports, and other similar reports.

Taxes:

Assists in budget preparation with city administrator, Finance and Labor Relations Committee, and Common Council. Prepares budget adoption and tax levy ordinance. Collects, deposits and invest tax funds. Calculates tax payout to other jurisdictions. Settles taxes with Rock County Treasurer. Maintains knowledge of current state tax exemption rules and applies the same. Prepares returns or reviews returns prepared by staff for the following items:

- Monthly state sales tax returns

- Quarterly Federal 941 returns

- Annual state income tax return

Records:

Assembles records and prepare documents for the annual audit and serves as the primary contact for providing information requested by the auditor regarding the city and its water, electric, and wastewater utilities. Maintains permanent utility records per regulatory requirements.

Meetings:

Attends all meetings of the Finance and Labor Relations Committee and is responsible for meeting follow-up.

Technology:

Serve as primary contact between city and the accounting and project management software vendor.

Staff Supervision:

Supervises city clerk, deputy clerk, accounting technician, customer service specialist and customer service clerk, including scheduling work and leaves of absence, arranging for appropriate training, providing assistance with handling difficult customers, ongoing feedback regarding performance, annual performance evaluations, and discipline in accordance with procedures in the Employee Handbook and applicable collective bargaining agreement. Coordinates recruitment for open positions with human resources administrator and city administrator.

Miscellaneous:

Processes loan applications and maintains fixed asset inventory.

Serve as the water and electric utilities' liaison with the Evansville Energy Initiative and any outside organizations under contract to administer public benefits funds.

Required knowledge, skills, and abilities:

A bachelor's degree in accounting is required.

Thorough knowledge of modern accounting methods and practices, especially governmental accounting and accounting for regulated utilities.

Thorough knowledge of the functions and organization of municipal government and of the workings of the common council; good knowledge of administrative practices and procedures.

Thorough knowledge of establishing and maintaining adherence to internal controls.

Thorough knowledge of preparing and administering budgets for governments and utilities.

Ability to prepare financial reports.

Ability to write clear and concise reports, directives, and letters.

Ability to coordinate and direct the functions and activities of city government.

Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.

Ability to establish and maintain satisfactory working relationships with department heads and other city employees.

Ability to exercise good professional judgment.

Job standards (acceptable experience, training and education):

A bachelor's degree in accounting, a minimum of five years of financial management or accounting experience, including some experience with governmental accounting and accounting for regulated utilities, is required. Supervisory experience and experience reporting to the PSC is strongly desired. CPA certification also is desired.

Tools and equipment used:

Personal computer, local area computer network, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the city finance director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.