

Exempt Position Profile**Title:** **Manager, Finance***Date:* **1/94****Level:**

Incumbent:

Department: Finance_____
Supervisor Sign-Off**Supervisor:** **Chief Executive Officer**_____
Human Resources Sign-Off**Objective:**

Develop, direct and manage programs for all accounting transactions of the EWW. Insure that timely, accurate information is available regarding the location and availability of funds. Insure the prompt disbursement of funds and provide timely, accurate generation of financial reports internally and for external agencies. Insure the timely and accurate billing of customers to include all revenue sources of the EWW.

Responsibilities:**PERSONNEL/MANAGEMENT**

- 1) Develop, implement and maintain programs and procedures to plan, analyze and direct operations of accounting, accounts payable, payroll and budgeting process to insure timely and accurate disbursement of funds in compliance with all applicable guidelines including GAAP, GASB and AWWA standards.
- 2) Manage the posting of all funds into the appropriate account and transferring of funds between accounts.
- 3) Develop and administer investment policies of the EWW including investing surplus monies consistent with the investment policies.
- 4) Direct the analysis, compilation and monitoring of operating and capital budgets of the various divisions of the EWW, debt service requirements, lease payments, insurance premiums and other appropriate functions of the EWW.
- 5) Insure that the highest caliber individuals are recruited/promoted, trained and developed for all direct report positions.
- 6) Provide on an ongoing basis direction and support to all direct reports; conduct Performance Evaluations on an annual basis.
- 7) Review, approve and process invoices for payment, including but not limited to debt payments, lease payments and insurance premiums.
- 8) Review and prepare for payment requisitions for Capital Improvement Projects.
- 9) Direct payroll activities; approve payment of payroll on a bi-weekly basis.

REGULATORY/SAFETY

- 1) Act as primary liaison to independent auditors in testing/validation of financial transactions and reports.
- 2) Prepare Annual Financial Report in compliance with GAAP, GASB, AWWA and other appropriate guidelines.

FINANCE

- 1) Develop, implement and maintain programs and procedures necessary to analyze and provide cash flow projections and reconciliation to actual results for operating and capital budgets.
- 2) Insure previous day's revenues and cash receipts are recorded on a daily basis.
- 3) Develop, implement and maintain an accrual accounting system.
- 4) Develop, implement and maintain an accounting system for capital equipment.

MISCELLANEOUS

- 15) Prepare special/miscellaneous financial reports and analyses, as required.

Reports Prepared:

Annual Financial Report. Monthly Accounting Report. Monthly Financial Report on Capital Improvement Projects. Other Accounting/Financial Reports as required.

Interface:

INTERNAL - Must interface positively at all levels within the organization.

EXTERNAL - Must interface positively with customers, the community, all local, state and federal agencies as required; act as liaison with all professional financial organizations including the EWW's auditor and financial advisors.

Qualifications:

EDUCATION: Undergraduate degree in Finance, Accounting, or related area.

EXPERIENCE: Three to five years of supervisory experience in municipal accounting or finance.

SKILLS REQUIRED: Must have demonstrated interpersonal and management skills and the ability to organize work and communicate clearly at all levels within the organization. Must be able to operate a computer and other office equipment.

SPECIAL REQUIREMENTS

Must be able to travel throughout the system to provide direct supervision and to observe the implementation of policies and procedures. In addition, travel to outlying communities and to seminars/conventions out of the state will be required. Must have good vision, hearing, and speech. Must have current Pennsylvania's driver's license.

Position Dimensions:

Number of Employees Supervised: 2-5