



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **18-041**

DATE: May 14, 2018

Position Title: Director of Finance		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$91,374.40 (\$43.93/hr) - \$182,728.00 (\$87.85/hr)	Grade: 114	Department: Finance / Billing	Hours: 8:00 am – 5:00 pm

**APPLICATIONS ACCEPTED THROUGH MONDAY, JUNE 4, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

This position is responsible for the management and development of the finance and billing functions for Charleston Water System. Responsibilities include monthly financial statement reporting, monthly billing of all CWS customers, and coordination of all special projects. This position reports to the Chief Financial Officer and requires regular interaction with other Officers and Managers at CWS.

Essential Functions:

- Coordinate and supervise all finance and billing personnel and office functions.
- Ensure financial policies are established and enforced in accordance with generally accepted accounting principles. Monitor all GASB and FASB changes and updates and apply to CWS as relevant.
- Formulate and update Financial Services and Billing Department policies and procedures.
- Responsible for the preparation of the Comprehensive (CAFR) & Popular (PAFR) Annual Financial Reports for submission to the Government Finance Officers Association (GFOA).
- Coordinate the development of the financial management and customer service computer systems as they relate to financial reporting or the billing function.
- Manages the finance and billing staff for all new software implementation projects such as the Enterprise Resource (ERP) and Customer Information system (CIS) replacement projects.
- Verify all wire investment transfers and internal transfers between accounts.
- Responsible for approving all bill corrections and or adjustments and customer refunds.
- Serves on the Investment Committee that determines general investment strategies for CWS, develops investment procedures and approves businesses authorized to manage investment for CWS.
- Perform analytical studies as required to study the financial and economic implications of varied business strategies.
- Develop long-term financial plans and water/wastewater rates.
- Develops and implements methods for financial analysis by utility, forecasting revenues and expenditures.
- Develop an annual budget for efficient operation of the department.
- Assists and participates with the Executive Officers in preparation of the revenue bond documents and presentations for the Commissioners, City Council and the rating agencies.
- Serve as liaison to the CWS external audit team and the external auditors in the preparation of the audited financial statements.
- Ensure that financial performance is measured against appropriate benchmarks and that it supports business decision-making.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

Additional Duties

- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Sedentary work exerting up to 20 pounds of force occasionally and /or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Objects greater than 50 lbs require a two-person operation.
- Ability to effectively use personal computers with printer; typewriter; telephone; calculator; copy machine; fax machine; two way radio; microfiche with reader and printer; and assigned software.
- Ability to express or exchange ideas by means of written and oral communications with internal and external customers and staff.
- Ability to identify, reach and handle documents as required to perform the essential job functions and to maintain an accurate record keeping system.
- Ability to express or exchange ideas by means of written and oral communications with customers and staff.
- Ability to perform tasks during extended periods while seated or standing.

Education and/or Experience

- Bachelor of Science Degree in Finance, Accounting or Business Administration with a concentration in Accounting or Finance and seven (7) years of financial management experience, preferably in the utility industry. Experience must be progressively responsible and diverse financial management experience with at least three (3) years' experience as a supervisor.
- Knowledge of financial and statistical techniques.
- Knowledge of generally accepted accounting principles (GAAP) and practices.
- Knowledge of Microsoft Office, rate model and performance scorecard software.
- Strong understanding of FASB & GASB standards including GFOA best practices.
- Knowledge of governmental utility accounting practices.
- Knowledge of bond ordinances, IRS regulations, federal banking regulations and the Municipal Securities Rulemaking Board (MSRB) requirements for municipal bonds.
- Ability to communicate effectively in oral and written forms.
- Excellent organizational and analytical skills.
- Prior work record indicating dependability and conscientiousness.
- Special training upon hire to include Leadership training.

Licenses, Certifications, Registrations

- There are no special designations required for this position

Training Needs:

- OSHA and departmental safety training as required.
- Skills based training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001:2015 standards for department and company.
- See Department Competency and Training Matrix for this position.

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT CHARLESTON WATER SYSTEM DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Chief Financial Officer

Computer Skills: Advanced

To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software. Will also need knowledge of mainframe system programs, Enterprise Resource Planning (ERP) for CAFR and PAFR preparation along with Customer Information Systems (CIS) for billing functions.

Mathematical Skills: Advanced

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc. Ability to calculate statistics, trends and make projections.

Supervisory Responsibilities: Department Head

Manages a number of assigned subordinate supervisors and is ultimately responsible for the overall direction, coordination, and evaluation of the unit(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Safety Sensitive Position: No

Decision-making Authority: Complex (Exempt)

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has a thorough knowledge of policies, procedures and past practices and makes non-routine decisions based on this knowledge. The decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

Reasoning Ability: Advanced

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

Language Skills: Advanced

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and the general public.

Environmental Sensitive Position: No

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL