



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 18-044

DATE: May 17, 2018

Position Title: Budget Manager		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$72,862.40 (\$35.03/hr) - \$116,563.20 (\$56.04/hr)	Grade: 113	Department: Executive Office	Hours: 8:00 am – 5:00 pm

**APPLICATIONS ACCEPTED THROUGH FRIDAY, JUNE 8, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

This position reports directly to the Chief Financial Officer and the executive management team on the development and monitoring of all operations & maintenance, revenue, and capital budget related activity through the use of special projects and studies and using various financial and statistical analyses.

Essential Functions:

- Responsible for the formulation, presentation and monitoring of operations & maintenance, capital and revenue budgets through the use of rate models, cash flow analysis, earnings test analysis, cost of service studies and other budgeting tools.
- Responsible for the compilation of data based on statistical studies and analyses of past and current years to prepare budgets, justify funds requested and monitor ongoing activity.
- Responsible for the correlation of budget appropriations for specific expenditures with appropriations by department, including contingency funds.
- Provides recommendations to the Chief Executive Officer and the Executive Management Team on a range of budget matters including operations & maintenance expenditures, capital improvement funding, rates and operational performance.
- Provides substantial input into planning future budget needs for the Commission.
- Consults with the Officers and Directors to ensure that appropriate budget information is produced in a timely manner, is relevant and adds value in assisting in the ongoing long and short-term decision making process.
- Prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to management with recommendations for budget revisions.
- Determines the necessity for and directs/performs special studies and analyses as required or as requested by management.
- Reviews various budget data as appropriate to analyze trends affecting budget needs.
- Interprets budget directives and establishes policies for carrying out those directives.
- Maintains a thorough knowledge of the entire financial management system and provides direction in the development of the system as it relates to all budget and financial reporting.
- Administers the company scorecard software and assists users as needed with design and set-up of metrics, and interpretation of results.
- Responsible for compiling data for multiple benchmarking surveys (AWWA, EBC, etc) and assisting departments and teams with analysis of results.
- Leads or participates as a member of strategic and ad hoc teams.
- Develops and maintains all budgeting systems for the Commission.
- May be required to work during emergency conditions.

- 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

- Must be able to physically perform the required essential functions indicated above.
- 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.
- Must possess the visual acuity to prepare data and statistics, work with finance processes, personal computers, read extensively, and do extensive research of financial and fiscal records.
- Ability to visually observe and comprehend computer/terminal screens, reports, and correspondence.
- Ability to use a computer terminal, personal computer with printer, calculator, and telephone.
- Ability to express or exchange ideas by means of the written and spoken word.
- Ability to receive detailed information through written and oral communication.
- Ability to reach and handle documents as required to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in Accounting, Finance, or Business Administration with a concentration in Accounting or Finance and five (5) years of accounting or financial management experience.
- Thorough knowledge of accounting and financial principles and practices.
- Thorough understanding of CWS rate model software, ratemaking, cash flows, and earnings test.
- Proficiency in use of Microsoft Excel, Word, and Power Point software, and statistical software.
- Thorough understanding of financial & budgeting principles and applications as they relate to utility finance and accounting.
- Considerable knowledge of computer oriented financial management systems and the interrelationships between accounting, finance, budgeting and cash management needs.
- Knowledge of general, laws, policies and procedures governing municipal financial practices and procedures.
- Prior work record indicating dependability and conscientiousness.

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.

- Assistant Director of Accounting
- Director of Accounting
- Director of Finance
- Director of Compliance and Audit Services

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, *i.e.* Mainframe System Program, Enterprise Resource Planning (ERP) software, CMMS, other specialized software.

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: None

This job has no supervisory responsibilities.

Safety Sensitive Position: No

Decision-making Authority: Procedural (Exempt)

Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

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 OR STATE LAW.