

**Title:** Assistant Finance Director – LE  
**PG:** PB4  
**Status:** Non-Civil Service  
**Position Reports to:** Finance Director  
**Department:** Finance

**Class Code:** 1079  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

The primary responsibility of this position is to effectively manage the financial aspects and processes of Lakeland Electric and to provide financial direction for the business activities of the Department and its business units. This position is responsible for planning, scheduling, supervising and participating in all phases of the Department's financial activities, including forecasting revenues and expenses. The position supervises the activities of the accounting group assigned to Lakeland Electric. General direction is received from the Finance Director and advice and counsel is provided by the Lakeland Electric General Manager and department Business Unit Directors.

**ESSENTIAL FUNCTIONS:**

1. Formulate financial goals and objectives for Lakeland Electric. plan, organize, and assign responsibilities and actions to ensure goal attainment. Reviews work of subordinates as required.
2. Indirectly supervises the Business Operations Managers assigned to specific business units, Corporate Pricing unit personnel, and matrix organization personnel in accounting, payroll, treasury, other management personnel, as assigned directly or indirectly.
3. Performs financial analysis and prepares financial and statistical reports as required. Prepares monthly financial statements for the staff and the City Commission.
4. Develops accounting policies and procedures for all organizational units of the electric utility within the framework of the City Charter, Federal, State and local laws; applicable policies; and authoritative accounting standard-setting bodies.
5. Works with the City's Financial Advisor(s), Investment Bankers, Legal Counsel and City Management in project and financial planning and in the issuance of debt. Provides input and assists with the development of various legal and bond disclosure documents associated with the issuance of debt and the refinancing of debt of the Department. Provides input into the Annual Report to Bondholders.
6. Assures compliance with bond and loan covenants.
7. Evaluates departmental liquidity requirements. Develops strategies for investment of surplus funds.
8. Prepares revenue and expenditure forecasts and coordinates the preparation of the department's annual budget.
9. Prepares oral and written reports for the Finance Director, General Manager, City Manager, and City Commission, as required.
10. Assists the general public, actuaries, independent auditors, rating agencies, insurance companies, investment banking firms, brokerage firms, bondholders, and other interested parties in obtaining information relating to the Department's finances and outstanding debt.
11. Participates in the evaluation of new financial transactions and business ventures, including changes in product pricing and expansion into new product lines.
12. Assists in preparation of cost accounting standards for allocation of revenues and expenses to individual business segments.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of accounting principles and procedures as applied to a complex, accounting system involving a large number of complicated transactions.

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2. Thorough knowledge of applicable laws, regulations, procedures and processes governing the receipt, custody, expenditure and accounting of monies, governing financing, and controlling cash and expense processes for both governmental and competitive enterprise.
3. Thorough knowledge of modern office practices procedures and equipment, including PC's, data warehouses, and various software applications related thereto.
4. Ability to effectively strategize to proactively meet operational and financial objectives.
5. Ability to plan, organize, direct and supervise the work of organizational personnel in the most efficient and productive manner in order to achieve Departmental goals and objectives.
6. Ability to prepare and deliver oral and written financial reports.
7. Ability to absorb complex financial problems or issues and apply technical knowledge to implement solutions or alternatives to accomplish business objectives and plans.
8. Ability to identify, model, and manage risk events of business plans relating to various value models.
9. Ability to learn City policies and procedures.
10. Ability to deal effectively with the Finance Director, General Manager, Business Unit Directors, City administration, and the general public.
11. Ability to use sound judgment and competent decision-making in the administration of the organization and in handling the financial affairs of the City.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time; exerting up to 10 pounds of force on a recurring basis; and routine keyboard operations.

The job risks exposure to bright/dim lights, dusts and pollen.

The job requires normal visual acuity, and field of vision, hearing, speaking, and color perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited college or university with major course work in finance or accounting. MBA preferred.
2. Applicants shall have ten (10) years of progressively responsible experience in accounting and finance, of which five (5) years shall be in a mid-to-upper level management capacity. Preference given for electric industry experience.
3. Persons holding an active designation of Certified Public Accountant (CPA) will be given preference in the selection process.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.