

Title: Utilities Accounting and Finance Supervisor
PG: 67
Status: Civil Service
Position Reports to: Finance Director
Department: Finance/Electric Finance

Class Code: 2103
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a division head level position and involves management of the division of the City Finance Department responsible for all accounting and financial matters relating to the Electric Utility Department. Duties include supervising personnel of the Electric Utility Accounting and Finance Division. Work requires the exercise of considerable independent judgment in the application of the principles of financial management to the operations of the Electric Utility Department. Work is subject to review by the City's Finance Director and periodic and annual audits by the City's internal and external auditors.

ESSENTIAL FUNCTIONS:

1. Supervises the maintenance of an accounting system, in accordance with the Federal Energy Regulatory Commission's Uniform System of Accounts and rules of the Auditor General of the State of Florida, to properly record all items necessary to reflect the current financial status of the Electric and Water Utilities Departments in a manner acceptable to the Finance Director.
2. Supervises internal reporting systems to improve analysis and planning, and works with management in establishing standards of performance measurement for the department.
3. Supervise the preparation and maintenance of the department's operating and construction budgets.
4. Plans and oversees internal audits of departmental operations and records, e.g., inventories maintained by operating divisions.
5. Supervises and oversees preparation of monthly and annual financial reports.
6. Works closely with the firm of Certified Public Accountants appointed by the City Commission, both before and during the audit, to insure that the firm will find it possible to conduct the audit efficiently and effectively as possible.
7. Performs analysis of projects of a financial nature as requested by utilities divisions and the Finance Director.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of generally accepted accounting principles and budgeting practices.
2. Demonstrated ability to effectively lead, supervise, and manage employees.
3. Thorough knowledge of reporting procedures and systems as required by regulatory agencies.
4. Ability to exercise independent judgment in initiating, planning, and carrying out the functions of the job.
5. Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees and the general public.
6. Ability to communicate effectively both oral and in writing.
7. Ability to effectively present information and respond to questions from management, auditors, regulators, vendors, and customers.
8. Thorough knowledge of applicable city ordinances, departmental policies, federal regulations, and state statutes.
9. Ability to understand and make use of a variety of computer software programs.

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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, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year accredited college or university with major course work in accounting.
2. Four (4) years of experience in a responsible accounting or financial supervisory position.

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.