

Title: Business Operations Manager II – Finance

Class Code: 2260

PG: 67

Date: 09/08

Status: Non Civil Service

Position Reports to: Deputy General Manager/Assistant Finance Director – LE

Department: Lakeland Electric

GENERAL DESCRIPTION OF CLASS:

The Business Operations Manager II – Finance supports the General Manager, Deputy General Manager and the Assistant Finance Director - LE by compiling Utility committee monthly financial presentation and in conjunction with the Business Operations Manager II – Corporate coordinates the Utility's Annual Operating and Capital Budget and Forecasting efforts. In addition, assists the General Services department in the areas of strategic planning, financial planning, reporting, budgeting, performance measurement and financial analysis for the Assistant General Manager.

ESSENTIAL FUNCTIONS:

1. Has responsibility for managing the financial integration aspects of the annual operating and capital budgeting process for Lakeland Electric. Works closely with Business Operations Manager II – Corporate in development, distribution, and review of budget templates, including annual manpower planning (T.O.) tools, coordination of management budget review meetings, development of resulting financial statement projections, and ultimate integration into the Oracle system.
2. As necessary work with Assistant Finance Director, Business Operations Managers, and Utilities Finance and Accounting Manager to prepare forecasted financial statements and coordinate any resulting budget amendment proposals.
3. Work in partnership with Business Operations Managers / Business Analysts and Utilities Finance and Accounting Manager to coordinate the preparation of the annual operating and capital budgets within assigned Divisions. (See Exhibit A)
4. Monitor and assess utility budgeting and financial forecasting environment and tools. Recommend technology / application changes as appropriate.
5. Coordinate and develop annual Program-Based reports. Develop and maintain relationships with other city departments as City of Lakeland begins to strengthen the concept of Project-Based Reporting across the board.
6. Through trend and other analysis monitor monthly / annual operating and capital spending performance against budget and historical, and provide recommendations for improvements
7. Prepare clear, concise summaries of capital projects for periodic presentation to senior management.
8. Work with LE Executive Team analyzing business cases and business benefit/process decisions for proposed capital projects utilizing financial metrics to measure projected performance and returns on project spending.
9. Supports the reimbursement efforts related to declared disasters for the utility as a whole.
10. Develops General Services Division budget. Monitors and controls budgets during the fiscal year.
11. Coordinates the development of financial and operating plans and performance standards to ensure compatibility with corporate assumptions, plans and objectives.
12. Monitors progress toward training and professional development goals of employees in the work unit.
13. Supports the reimbursement efforts related to declared disasters for the utility as a whole.
14. Provides review/audit of monthly financial narrative and schedules supporting financial statements and reviews draft of Electric Financial Statements and Bond Holder report.
15. Prepares periodic reports on the progress of the Divisions and the utility in meeting their objectives and performance standards.
16. Provides back up for financial accounting compliance and accounts for hedging and derivative activities. This may include recording realized and unrealized gains and losses, reconciling the general ledger, margin accounts, and cash positions. Implements all hedge accounting according to GASB and provides sufficient research for findings.

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17. Conversion of quarterly production cost model into dollar-based fuel forecast, including impact of hedge portfolio
18. Preparation of follow-up analysis of “forecast to actual” identifying variances from fuel forecast into separate components – volume, source and fuel pricing.
19. Calculation of hourly production cost and purchase data into individual whole versus retail components.
20. Preparation of monthly accounting entries resulting from hedging activity.
21. Compilation of annual adopted budget by month, oracle accounting structure.

ADDITIONAL RESPONSIBILITIES:

1. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Theoretical and practical knowledge of financial and administrative management, information technology, utility economics and regulation in the public utilities industry.
2. Theoretical and practical knowledge of financial planning and analysis techniques, including discounted cash flow, present value, rate of return, and breakeven analysis.
3. Thorough knowledge of the sources of technical and financial information and literature and the methods of obtaining and using them.
4. Ability to write clearly and concisely on technical subjects of some complexity.
5. Effective presentation and oral communications skills.
6. PC skill proficiency in Microsoft Word, Excel, Access and PowerPoint.
7. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.
8. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
9. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

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.

There are no significant environmental hazards.

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. Four (4) year degree in accounting, finance, economics, business administration or a related field. CPA, advanced degree or MBA preferred.
2. A minimum of five (5) years experience in financial planning and analysis, information technology, or business administration. Public Utility experience preferred. Supervisory experience preferred.
3. An equivalent combination of directly related education and experience may be substituted at the discretion of the General Manager.
4. Completion of City University Level two (2) or completion within twelve (12) months

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SPECIAL REQUIREMENTS:

1. May need to maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone 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.