Class Summary

The responsibilities of this classification include serving as the top-level financial officer for the Wastewater Treatment Division (WTD). Work includes accountability for operating and capital budgets, enterprise fund and grant accounting, long-range strategic financial planning, and supporting bond issuance and financial accounting processes for WTD.

**Distinguishing Characteristics**

This is a standalone classification. The incumbent directs all financial operations and accounting functions for the WTD enterprise\*.

\*Enterprise is defined as revenue generating business activity that is identified in the County’s Comprehensive Annual Financial Report (CAFR) as a major enterprise fund.

Responsibilities includes developing and administering large-scale operating and capital budgets, developing long-range strategic financial plans typically with ten year time horizons, supervising all enterprise fund and grant accounting functions, and directing the work of lower level Finance supervisors. Incumbents account for, coordinate and support the issuance of revenue or general obligation bonds, meeting with bond rating agencies and recommending when to initiate bond call provisions. Work includes ensuring compliance with all mandated and generally accepted accounting standards and coordinating with Central Finance in the preparation of enterprise fund financial statements, notes and responses to internal and external auditors. Work also includes determining cost allocations, recommending rate increases and serving as the enterprise’s chief spokesperson on all financial matters with staff and elected as well as external agencies and constituencies.

**Examples of Duties**

1. Direct all financial, accounting and budgeting functions for WTD; supervise assigned professional staff and direct the work of other financial staff through subordinate supervisors.
2. Serve as a member of WTD’s top management team; provide guidance, advise and recommend financial policies and strategies to assure long-term financial viability and the asset and resource infrastructure to satisfy expanding demand for services.
3. Direct the development of operating and capital budgets for WTD through lower level financial staff; provide budget development guidance based on resource deployment priorities, cash flows and financial constraints; establish budget preparation processes and procedures for the organization; develop consolidated operating and capital budgets; justify and negotiate budget requests with OMB, Executive and Council staff; testify at budget hearings and other public forums.
4. Analyze and interpret legislation and ensure enterprise strategic plans, financial statements and related financial reports are in compliance with changing requirements; analyze pending legislative initiatives to assess impact on enterprise’s resource availability, funding sources and budget authorizations.
5. Review WTD expenditures to assure compliance with strategic business objectives and budget allocations; review and approve high value, extraordinary expenditures; provide ongoing reports to top management on cash flows, budget variances, and current and forecasted financial condition.
6. Direct the development of WTD cost allocation plans; assess need for modification of cost allocation methodologies based on changing business needs; analyze the need for and propose rate increases, alternative sources of revenue generation and cost containment initiatives; advocate need for revenue enhancements with elected officials, public constituencies and community forums.
7. Assess need for and appropriateness of issuing bonds to finance large-scale capital projects; provide all required financial information, and work with Central Finance and bond underwriter in the issuance of general obligation or revenue bonds; meet with bond rating agencies to provide financial statements and accompanying explanations to assure the highest possible bond rating.
8. Perform other duties as assigned.

Knowledge/Skills

Knowledge of all aspect of the enterprise’s business operations

Knowledge of long-range strategic financial planning appropriate to WTD’s business operations, cost structures, asset requirements and cash flows

Knowledge of mandated and generally accepted accounting principles and techniques

Knowledge of bond underwriting processes, procedures and requirements

Knowledge of budgeting techniques and principles

Knowledge of auditing and internal control techniques and principles

Knowledge of automated information and accounting systems

Knowledge of project management techniques and principles

Knowledge of human resources management techniques and principles

Communication, presentation and facilitation skills

Analytical skills

Decision-making skills

Skill in working with elected officials and the general public with diverging opinions and viewpoints

Skill in policy analysis and design

Skill in adjusting to changing priorities

Skill in working in a political environment

Skill in handling stressful situations effectively

Skill in conflict resolution, problem solving and negotiation

Skill in planning, coordinating and supervising the work of employees

Skill in the use of personal computers and word processing, spreadsheet and database management software

Licensing, Certification and Other Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | **Exempt (Administrative)** |
| **Service Status****EEO Code****Census Code** | Career Service2 |
| **Levels within same series** | None |
| **Class History** | Created 8/2012  |