

# BANGOR WATER

## POSITION DESCRIPTION

**JOB TITLE:** Finance Manager

**DEPT:** Administration

Salary range is \$69,500 to \$90,000.

**JOB TYPE:** Full-time employee, Salary

**GENERAL DESCRIPTION:** Responsible for planning, organizing, managing, and participating in all accounting and financial operations and activities, including the presentation of financial reports to the Board of Trustees. Upon appointment, performs duties of Treasurer for Board of Trustees.

### **DUTIES:**

Responsible for all accounting operations including general ledger, accounts payable, payroll, asset management including depreciation and amortization schedules. Responsible for preparation, maintenance, and distribution of related records and reports. Processes contractor applications for payment.

Responsible for the administration of employee benefits.

Responsible for completion of the District's payroll and accounts payable functions, including all related reports and records, and electronic transmissions of data or funding.

Responsible for tracking and billing work performed by District crews, including interface with other departments to maintain inventory functions.

Performs financial forecasting and other related functions in support of short and long-range planning process, including preparation and tracking of the annual O&M and capital budgets. Expends funds as authorized, and monitors and controls District expenses. Prepares and presents budget reports as requested. Monitors cash flow and account balances.

Oversees and reconciles all bank accounts, to include checking, reserves, bonds, line of credit, and special project accounts. Ensures the District is in compliance with all sections of bond resolutions, SRF funding and loan agreements.

Prepares all monthly and special financial reports for the Board of Trustees. Attends Board meetings to present financial reports, and to respond to inquiries related to District financial operations and activities.

Prepares reports to the Maine Public Utilities Commission and other regulatory agencies, and coordinates financial applications as needed.

Prepares fiscal data for rate setting review, and participates in rate filing process. Prepares schedule and data for outside auditors for annual audit. Prepares requests for proposals for insurance program, auditing services, and similar purchases. Develops and implements appropriate fiscal policies and financial procedures.

Provides orientation to new employees on District policies and benefits programs.

Maintains and reconciles petty cash and related disbursements.

Attends safety, training, and other department meetings as assigned.

Performs other related duties as required.

**REQUIREMENTS:**

**Education:** Bachelor's degree in accounting or a related discipline.

**Experience:** Five to eight years accounting and management experience. Proven ability to manage financial assets. Water utility experience preferred.

**Licenses:** CPA preferred

**Skills and Knowledge:** Broad-based knowledge of computerized accounting systems including general ledger, payroll, accounts payable, and accounts receivable; all facets of payroll and related IRS regulations; budgeting and budget preparation; public utility accounting; job costing and overhead calculations; and Microsoft Office.

Knowledge of finance, accounting, and computer operations, current accounting principles and practices in a regulated environment, specifically in an accrual system. Considerable knowledge of budgeting and personnel administration. Knowledge of bonding requirements and reporting procedures.

Ability to effectively communicate verbally and in writing. Ability to maintain effective working relationships with the District Board, other employees and external constituencies.

Ability to project a positive public image and to make effective presentations.

Ability to assess the trends relating to utility financial operations and to effectively plan in order to meet those trends.

Demonstrated computer proficiency at operating PC/server-based systems.

**RESPONSIBILITIES:**

Responsible for the custody of all money, funds, and securities of the District.

Accounts for all monies received and paid and prepares reports as request by the Board.

Deposits all money in financial institutions as designated by the Board and signs all bonds and obligations of the District determined by the Trustees.

Pays all current expenses and any and all other debts and accounts directed by the Board.

**PERSONAL WORK RELATIONSHIPS:**

**Supervises:** No supervisory responsibilities

**Reports to:** General Manager

Ability to communicate with Board of Trustees, co-workers, vendors, contractors, governmental officials, financial and legal consultants, customers, and members of the general public in a courteous, effective, and tactful manner.

**WORK ENVIRONMENT:**

**Work location:** 614 State St., Bangor, ME

Normal office environment, not subject to extremes in temperatures, noise, odors, etc. Involves travel to meetings; may involve attendance at evening meetings.

**ADDITIONAL JOB REQUIREMENTS:**

Ability to: use a 10-key calculator and computer; prepare and analyze financial information; work with others in problem solving; work independently and verify accuracy of work; perform multiple functions and meet deadlines; present information and answer inquiries at meetings; effectively communicate with professionals such as auditors and attorneys; understand and interpret public utility regulations; and understand banking and bonding financing.

9/20