

## FISCAL SERVICES MANAGER

### **SUMMARY:**

Under general direction, plans, organizes, directs and controls all financial, accounting, budgetary and rate setting functions within the Department of Public Utilities; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Plans, organizes, and directs financial accounting, budgeting and reporting functions.
2. Reviews financial statements and reports related to public utility, ECR, and capital project funds, and makes presentations to boards and the City Commission.
3. Negotiates water, sewer and other service agreements with outside entities and other municipalities.
4. Directs and coordinates Rate and Feasibility Studies and outside consultants.
5. Plans, directs and coordinates Utility Bond sales.
6. Plans, organizes, and directs Utilities Administration, Central Operations and Customer Service operations.
7. Develops departmental goals and objectives and policies and procedures.
8. Acts as a liaison with and provides support and counsel to City Administration, Finance, and Law Department.
9. Performs other duties and/or projects as assigned.
10. Supervises work of support staff and complete employee performance appraisals. Coordinates and oversees human resources functions within the Department.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of municipal, federal and state laws, rules, and regulations governing governmental accounting and finance.
- Knowledge of municipal budgetary process and procedures.
- Knowledge of capital projects funding requirements.
- Knowledge of governmental auditing, accounting and budgeting practices and procedures.
- Knowledge of management and supervision practices and procedures.
- Knowledge of record keeping and file maintenance of public financial records.
- Skill in computer hardware, software and peripherals utilized in accounting and finance
- Skill in prioritizing, assigning, reviewing, and evaluating work.
- Skill in utilizing written and verbal communication in the development of presentations and reports.
- Skill in utilizing a variety of computer software databases to accurately analyze statistical, financial, and accounting information.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field with five (5) years of progressively responsible government accounting and financial reporting experience including two (2) years of supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.