

WATER BUSINESS MANAGER

Recruitment #1507-5250-001

List Type Original

Requesting Department DPW-WATER-BUSINESS

Open Date 7/28/2015

Filing Deadline 8/18/2015 11:59:00 PM

HR Analyst Jeff Harvey

PURPOSE

As Chief Financial Officer for the largest water utility in Wisconsin, this position is a strategic resource and financial expert to the Superintendent. The Water Business Manager will proactively organize, coordinate, direct and administer the financial activities of the Milwaukee Water Works (MWW) to ensure the financial health of the utility, will direct the activities of the Business Section, and oversee billing and collection for the City of Milwaukee (City) municipal charges.

ESSENTIAL FUNCTIONS

- Act as the utility's fiduciary.
- Coordinate with Comptroller, Budget and Treasurer's Offices to develop financial picture and balance sheets for the MWW.
- Manage, oversee and direct the annual \$80 million O&M budget.
- Utilize full life-cycle cost of utility to establish and maintain an effective balance between debt, operations and maintenance expenses, capital needs and operating revenues.
- Prepare projections for future years and develop strategy for optimally meeting financial needs.
- Develop and justify MWW request for rate adjustments to maintain the financial health of the utility and oversee rate case.
- Manage grant applications and reimbursements.
- Ensure general accounting principles are understood, followed and appropriately documented.
- Ensure compliance of the utility with State of Wisconsin Public Service Commission administrative Code.
- Direct and administer the business activities of the MWW to ensure the financial viability of the utility by coordinating activities in the following areas: Accounting Rates and Finance, Revenue, and Meters & Service.
- Conduct the overall planning for the business section efficiency and optimization of functions.
- Conduct personnel administration for the business section.
- Represent the utility with other public and private agencies and regulatory bodies, and before various Common Council committees as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in Accounting, Business Administration, Economics or closely related field from an accredited college or university. **-AND-**
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be*

considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

2. Five years of supervisory experience in finance or accounting.
 - *Note: Equivalent combinations of education and experience may also be considered.*
3. Valid Driver's License at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Public Service Commission finances experience
- CPA

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of general accounting and finance principles and practices.
- Knowledge of Public Service Commission accounting and finance practices and procedures.
- Knowledge of supervisory principles and practices.
- Skill in creating financial models and communicating the possible outcomes.
- Critical thinking skills to reason through possible strengths and weaknesses to develop conclusions or approaches to problems.
- Ability to maintain high ethical standards for self, business partners and assigned work groups.
- Ability to interpret and apply complex rules and regulations.
- Ability to manage accounting records, finances and books for multiple agencies and departments.
- Ability to analyze and report on financial data.
- Ability to utilize MS Office Suite software (e.g. Excel, Outlook, PowerPoint, Word) to analyze and present data and create correspondence.
- Ability to effectively communicate both orally and in writing with diverse groups and individuals including the Comptroller, Treasurer, Public officials and the general public.

CURRENT SALARY

SALARY (PR1HX) The current starting salary is \$70,827 annually for City of Milwaukee residents. The non-resident starting salary is \$69,089. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

INITIAL FILING DATE – The examination will be held as soon as practical after **August 18, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.