

WATER FINANCIAL MANAGER

Recruitment #2012-5349-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-BUSINESS
Open Date	12/28/2020 2:45:00 PM
Filing Deadline	1/18/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

****ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED****

PURPOSE

As Chief Financial Officer for the largest water utility in Wisconsin, the Water Financial Manager serves as a strategic resource and financial expert to the Water Works Superintendent. The Water Financial Manager organizes, coordinates, directs, and administers the financial activities of the Milwaukee Water Works (MWW) to ensure the financial health of the utility.

ESSENTIAL FUNCTIONS

- Serve as the utility's fiduciary by ensuring the financial viability of the utility.
- Direct and administer the four units of the Business Section:
 - Accounting: budget, GAAP financial and Public Service Commission (PSC) reporting, rate application process/payroll/claims
 - Customer Service
 - Billing and Collections
 - Meter Services
- Oversee the billing and collection of \$90 million in water revenue and over \$170 million in other municipal services revenues.

- Coordinate with the Comptroller, Budget, and Treasurer's Offices to develop the financial picture and balance sheets for the MWW.
- Oversee the annual \$110 million O&M budget preparation and monitor spending versus budget authorization for a given year.
- Utilize full live-cycle cost of utility to establish and maintain an effective balance between debt, operations and related expenses, capital needs, and operating revenues.
- Prepare projections for future years and develop a strategy for optimally meeting financial needs.
- Develop and justify MWW requests for water rate adjustments to maintain the financial health of the utility, and oversee the preparation of water rate case applications to the PSC of Wisconsin.
- Prepare timely Capital and O&M budget submittals to the DPW Commissioner and the Budget Office.
- Prepare utility's responses to inquiries from the Legislative Reference Bureau (LRB) and Finance & Personnel Committee (F&P) related to the O&M budget and spending. Oversee responses to public inquiries from the City Clerk's Office and complaints from customers through the PSC complaint administration process.
- Manage debt services and financing applications and processing.
- Manage grant applications and reimbursements.
- Ensure general accounting principles are understood, followed, and appropriately documented by staff.
- Ensure compliance of the utility with PSC Administrative Code, regulating water utilities in billing, late charges, various tariffs, customer service, meter reading, and testing.
- Conduct overall planning for section efficiency and optimization of functions.
- Conduct personnel administration for the Section, including assigning and reviewing work; setting Business Section goals, policies, expectations, tasks, and deadlines; monitoring employee performance; coaching, training, and team building; and addressing employee problems.
- Represent the utility with other public and private agencies and regulatory bodies and before Common Council committees.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in business administration, economics, accounting, or closely related field from an accredited college or university.
3. Five years of supervisory experience in finance, accounting, municipal general fund finance, or Public Service Commission finance.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Certified Public Accountant (CPA).
- Supervisory experience in utility business operations.
- Knowledge of City procedures related to budget preparation and personnel matters.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Advanced 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.
- Ability to effectively lead and supervise staff members engaged in accounting activities.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to conduct thorough, impartial, detailed financial audits to ensure absolute accounting standards compliance.
- Ability to implement change in work processes with demonstrated improvements and efficiencies.
- Ability to collaborate with other managers to secure data, process contracts and invoices to meet the operational needs of the utility within the City's financial system.
- Written communication skills; including skill in writing correspondence, policies, reports, and other documents.
- Oral communication skills; ability to speak clearly and concisely and explain complex concepts to non-technical audiences.
- Ability to effectively communicate relative to financial statements, financial controls, and reporting with both financial and non-financial managers.
- Interpersonal skills to work effectively with others within the City, including the Comptroller, Budget Office and Treasurer's staff; public officials and the general public.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Ability to maintain high ethical standards, including for business partners and assigned work groups.
- Ability to read, interpret and apply complex rules and regulations.
- Ability to manage accounting records, finances, and books for multiple agencies and departments.
- Analytical and problem-solving skills, including the ability to analyze and report on financial data.
- Ability to utilize the Microsoft Office Suite software (e.g., Excel, Outlook, PowerPoint, Word) to analyze and present data and create correspondence.
- Initiative, honesty, and integrity.
- Attention to detail, accuracy, and a high degree of organizational skills.

CURRENT SALARY

The current salary range (1IX) is \$75,478-\$105,669, and the resident incentive salary range for City of Milwaukee residents is \$77,743-\$108,839. *Appointment will be made in accordance with the provisions of the salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and DPW-Water-Business reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after the application deadline listed above. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 101

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.