



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES FISCAL MANAGER

Department: Utilities
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2073
Risk Code: 8810

JOB SUMMARY

Responsible for performing administrative and management work in planning, organizing, and directing the operations of the Utilities Department.

ESSENTIAL JOB FUNCTIONS

- Provides financial and budgeting expertise by acting as the key liaison person between the Utilities Department, Budget, and Finance Departments of Marion County.
- Inputs account data and fiscal information into internal fiscal tracking system in order to ensure that reported budgetary information is accurate and consistent by reconciling accounts monthly.
- Develops, implements, and monitors fiscal processes to ensure compliance and audit trails.
- Monitors and reviews agreements with consultants for conformity with the terms and conditions of the agreements.
- Gathers, compiles, and analyzes financial information on utility-related issues for the preparation of required planning documents and budgets.
- Monitors revenue and expenditure components of the department budget and all utility agreements with other government agencies, private developers, or businesses to ensure that all charges are current, and obligations of the agreements are met in a timely manner.
- Monitors bond and state revolving fund documents and projects and ensures that all required documentation and verification of work is present for payment determination.
- Reports financial status of bond projects and funding to the Director on a monthly basis.
- Reports financial status of funds within the Utilities Department to the utilities management team on a monthly basis.
- Reviews and assesses the financial aspects of utility ordinances and resolutions.
- Monitors and tracks agreements, contracts, and grants to insure conformity with the terms and conditions of the same.
- Oversees the annual inventory of Utilities Operating supplies.
- Develops monitors and coordinates ITBs, ITQs, RFPs and RFQs.
- Monitors and prepares financial statements supporting the utility rate study analysis.

- Integrates analyses into utility budget.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Serves a project manager for financial related project tasks.
- Performs other related job duties as assigned.

SUPERVISION

This position may supervise other employees. Works closely with the Director, managers and Utilities employees, and other County departments to successfully develop and oversee budgets, contracts, and funding programs approved by state and/or federal agencies.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Finance, Accounting, or Business Administration or equivalent; and five (5) years' progressively responsible experience in government or private programs related to accounting and/or planning with two (2) years' supervisory experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Licensed Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret complex financial reports and legal documents.
- Ability to respond to common inquiries from developers, consultants, or members of the financial community.
- Ability to maintain detailed reports, spreadsheets, or databases that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
- Ability to identify trends in expenditures and revenues.
- Ability to apply concepts of advanced algebra.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function as an expert in matters of rules and policy for accounting, finance, and budgeting.
- Knowledge of the functions, operations, and structure of County government.

- Knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Knowledge of statues, rules, regulations, principles and practices and procedures related to government and County.
- Skills in organization and task prioritization.
- Ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Ability to analyze statistical and other data and prepare professional reports and provide information from these sources to discuss markers.
- Ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will frequently be required to sit, walk, and stand.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.