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Resolution: 020926-F

**Job Title:** Assistant Finance Director of Utilities

**Department/Division:** Finance Department

**Reports To:** Director of Finance

**Direct Reports:** Customer Service Manager; Billing Supervisor; Billing Coordinator, Customer Service & Community Concerns Coordinator

**Salary Class/Salary Grade:** Classified/Grade 30

**Employment Status/FLSA:** Full-time Regular/Exempt

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**GENERAL DESCRIPTION:**

Responsible for accounting activities, including ensuring compliance with policies and procedures as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines. Performs a variety of complex supervisory, professional, administrative, and technical accounting and finance functions for all of the City of Alabaster's utilities.

**ESSENTIAL JOB DUTIES:**

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Manages monthly close process, including ensuring all balance sheet accounts are properly reconciled each month for water, sewer, and garbage accounts.
- Assists Utility Director and Finance Director in preparation of utility capital plans and budgets.
- Prepares monthly utility tax return with the state of Alabama.
- Maintains general ledgers for all utilities.
- Prepares invoices for repair work completed by utilities and follows up on reimbursements.
- Oversees billing and collection activities for all utilities including receivables, past due accounts, collections, and cash deposit activity.
- Assists City Finance Director with any necessary bond issuance or bond covenant compliance activities.
- Ensures proper inventory tracking for all utility inventory
- Assists Finance Director with maintaining accurate fixed asset schedules for all utilities.
- Assists Finance Director in preparing financial reports for City Council.
- All other duties as assigned.
- Oversees internal control compliance for all utilities.

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

- Strong analytical, communication, and organization skills with high attention to detail
- Highly engaged team player that is confident, assertive, and responsive
- Ability to prioritize, multi-task, and organize workload to ensure internal and external deadlines are met
- Knowledge of general accounting principles, including Generally Accepted Accounting Principles (GAAP) and standards set by GASB
- Strong computer skills. Knowledge of Microsoft Office, including Word, Excel and PowerPoint, and financial software systems
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Accounting
- Six or more years of progressively responsible experience in the area of financial reporting and budgeting. Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Governmental and/or utility accounting experience preferred
- Proficient in Microsoft Office Suite. Knowledge of Sage preferred but not required
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) preferred
- Valid Alabama drivers license
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) preferred
- State of Alabama Notary Public

#### **The physical activities required for this position involve:**

Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling.

#### **This position requires lifting:**

Up to 25 pounds occasionally; up to 50 pounds rarely

#### **This position has the following special vision requirements:**

Ability to read information both in print and electronically.

### **ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:** None

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.*

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Immediate Supervisor

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Date

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Department Head

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Date

*I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.*

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Employee

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Date