

**LAKE COUNTY
POSITION DESCRIPTION**

TITLE: MANAGER OF BUDGET & FINANCIAL CONTROL

SPEC CODE:

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to establish and communicate the department's strategic financial plan, and to manage all financial matters pertaining to accounting, financial reporting, financing, long-term debt, investing and compliance with financial related legal and contractual provisions. The position measures, monitors, reports, evaluates and analyzes department operations and provides recommendations to achieve higher operational efficiencies for a financially sound and self-supportive operation. The position supervises Contract Manager and accounting function and is under general direction.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Development and enforcement of internal financial policies, procedures, and control systems to promote efficiency, reduce risk of asset loss, and ensure the reliability of financial reporting; oversee major management studies for matters requiring corrective actions.

Administers contracts to assure that wholesale and retail services are rendered in compliance with the terms of agreement and rate ordinances.

Coordination of municipal and sanitary districts business relationships the County's water and sewer services. Review sewer and water contractual service agreements between municipalities and Lake County; plan, organize, and perform periodic audits of contractual customers to verify conformity with inter-governmental agreements; monitor performance of construction contracts and other financial matters.

Prepare and coordinate the Lake County Enterprise Fund annual audit, including worksheets, statements, schedules, Management Discussion and Analysis (MD&A), and response to the auditor's report; implement auditor's recommendations and improvements; coordinate other regional audits, financial reports, and special external audits relating to projects and inter-governmental agreements.

Perform capital assets accounting, coordinate issuance of public bonds for major capital project funding, serving as liaison between the County and bond consul, financial advisors, rating agencies, paying agents and bond insurance agencies; and perform

MANAGER OF BUDGET AND FINANCIAL CONTROL

long-term debt management and coordinate debt service payments with paying agents and County departments; assist the department in reducing costs by refinancing existing debt.

Responsible for preparation of the Department's \$40M annual operating budget, regional financial reporting, utility billing, accounts payable, accounts receivable and journal and ledger entries.

Communicate quantitative financial information effectively to internal users regarding cost planning and control, profitability, and financial performance evaluation of operations, activities and personnel; provide financial and statistical reporting to external agencies including NRMSIR, government agencies, rating agencies, bond holders, contractual customers and other business partners.

Formulate rate strategies, budget strategies, tactical plans, and controls, including allocation and budgeting of resources, and balancing the inflow and outflow of resources; provide analysis and interpretation of financial information and business performance.

Ensure compliance with accounting/auditing standards and finance related legal and contractual provisions.

Provide analytical support for strategic planning and decision making in a publicly owned utility organization, including development of business plans to ensure funding for expansion, improvement and maintenance of water and wastewater facilities, systems and infrastructures; assist in the establishment of operational goals, performance standards and benchmarks. Perform business analysis, including forecasting, monitoring, measuring and reporting the department's financial performance and costs. Pinpoint operational weaknesses and strengths to recommend corrective actions; monitor and support the department's performance measurement programs.

Represent the department in the countywide development of systems and policies and in the absence of the department head.

Manage and oversee the department's financial functions including purchasing, accounts payable, projects, capital assets, inventories and general ledger.

Participate in and oversee IT projects; provide expertise and implement business solutions to streamline processes, increase employee retention, and improve productivity and customer service; plan for the optimum utilization of staff and coordinate personnel related activities; educate and train others.

All other related duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Counsels or instructs/trains others through explanation, demonstration and supervised practice or make recommendations based on technical expertise.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has responsibility and opportunity for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical and classifications or schemes.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals, manuals, and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar, and style

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public or loss of life and/or damage could occur and is highly likely.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets, or custom applications, and office machines.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for the safety and health of others and for occasional enforcement of the standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires an advanced degree in accounting from a college or university of recognized standing with course work in accounting.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid driver’s license supplemented with a satisfactory driving record. CPA is preferred

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of five years of progressively responsible administrative and management experience in an accounting or finance position.

Proficiency in software applications and data presentation is required.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work that involves walking or standing some of the time and involves standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to bright/dim light; dusts and pollen

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Lake County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.***