

Auburn Water & Sewerage Districts Position Description

Director of Finance

Department: Office/Administration
Effective Date: May 2024

Reports To: Superintendent
Grade Level: 10

FLSA: Exempt

GENERAL SUMMARY:

Under the general direction of the Superintendent performing and supervising diversified operational and administrative activities. Responsible for overseeing the entire spectrum of the Districts' accounting, investment, billing, and financial reporting activities, including supervision of the office staff. Work involves investment and oversight of District monies, the preparation and filing of liens and releases, and the preparation of detailed financial reports and statements for the Districts' Board of Trustees and Superintendent. Work is carried out under the general supervision of the District Superintendent subject to review through regular audits and results achieved.

ESSENTIAL JOB FUNCTIONS:

- ◆ Supervises and assists in all accounting operations including customer billing, collections, accounts payable, accounts receivable, payroll, and employee benefits.
- ◆ Prepares monthly financial reports for the Trustees and completes a year-end report for review by auditors. Gathers financial information to assist in the budget process for the Trustees and General Manager. Works with outside auditors in the preparation of year-end statements. Ensures compliance with relevant financial regulations, including those specific to public utilities in Maine and any federal regulations governing water utilities.
- ◆ Provides oversight with the collection of customer payments, time payment arrangements, and meets with District customers who have questions or complaints about District services relative to billing and collection. Prepares notices of lien claims and demands, certificates of lien for the State of Maine, mortgage holder notifications of liens placed and lien releases. Establishes payment schedules within district guidelines for delinquent customers. Identifies and mitigates financial risks, such as changes in interest rates, inflation, or regulatory requirements.
- ◆ Maintains general ledger, analyzes rate structures, prepares monthly statements of cash flows, prepares monthly and yearly reconciliations. Compiles all pertinent information and prepares and submits all necessary monthly, quarterly, and annual reports for federal, state, bonding, and other agencies. Develops and implements strategies for capital projects and rate adjustments to maintain infrastructure and cover operational costs.
- ◆ Supervises job costing/final bills on all District projects on information provided from various staff members. Maintains main extension advances and returns as necessary, with a project cost report development cost report.
- ◆ Interviews prospective employees and recommends selection. Develops and conducts employee evaluations. Participates in development of personnel policy statements. Selects, schedules, evaluates, and provides training and development of assigned personnel.
- ◆ Attends Board meetings to present financial reports, and to respond to inquiries related to

District financial operations and activities. Responsible for preparation and delivery of monthly Board of Trustees meeting materials. Effectively communicates financial information to stakeholders, including the utility's board of directors, regulatory agencies, and the public. Collaborates with other departments to align financial goals with operational objectives.

- ◆ Invests and transfers funds and ensures that Districts have sufficient operating funds and cash flow to meet operating, maintenance, and capital project requirements. Performs financial forecasting and other related functions in support of the short- and long-range planning process. Presents forecast to District management and Trustees. Confers with legal counsel as authorized in performance of assigned treasurer responsibilities.
- ◆ Responsible for long range capital planning and setting of rates in conjunction with the Superintendent.
- ◆ Maintains regular, predictable and reliable attendance. Follows all District policies. Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public. Places an emphasis on safety, efficiency, quality, and productivity.
- ◆ Performs all related work as required, including implementing and monitoring internal controls to safeguard assets and ensure the accuracy of financial records. Coordinates external audits and responds to audit findings as needed. Conducts financial analysis to support decision-making and legal compliance.

SUPERVISORY RESPONSIBILITY:

Provides oversight and general supervision for the following positions Director of Customer and Technical Services, Accounts Payable Clerk, Collections Clerk, Payroll HR Clerk, Meter Foreman.

EDUCATION & EXPERIENCE:

Bachelor's degree in finance, accounting, business administration or a related field with a minimum of 5 years' experience in office management, employee supervision, and general public finances. Certified Public Accountant (CPA) with familiarity with Maine Public Utilities Commission requirements is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- ◆ Knowledge of modern office methods, practices, procedures, and equipment.
- ◆ Knowledge of accounts payable and accounts receivable through the complete accounting cycle. Understanding of rate setting and cost allocation: understanding how to set rates for services and allocate costs appropriately.
- ◆ Knowledge of municipal accounting theory, practices, and procedures.
- ◆ Understanding of state and federal regulations governing public utilities and financial management, including those set forth by the Maine Public Utilities Commission.
- ◆ Knowledge of risk management: Understanding potential financial risks and how to mitigate them.
- ◆ Competence in the usage of computerized financial systems and office computer networking.

Skills

- ◆ Familiarity with grant writing and fundraising

- ◆ Familiarity with risk management principles and techniques to identify, assess, and mitigate financial risks.
- ◆ Ability to accurately prepare complex accounting data and produce comprehensive financial reports.
- ◆ Ability to prepare, manage, and adhere to budgets, as well as predict future financial trends.
- ◆ Strong problem-solving skills to address financial challenges and optimize resource allocation.

Abilities

- ◆ Ability to lead and manage a team effectively.
- ◆ Ability to establish and maintain effective working relationships with city departments and outside clients.
- ◆ Ability to work independently and set work priorities.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.
- ◆ Willingness and ability to pursue professional improvement.

WORKING CONDITIONS & PHYSICAL DEMA Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, fax machine, counter cash register, calculator, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.</p>

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.