

Benton Utilities Chief Financial Officer Job Opening

Benton Utilities is currently seeking qualified candidates for the position of Chief Financial Officer. The Chief Financial Officer directs the financial planning and accounting practices of Benton Utilities, as well as the relationships with lending institutions, the financial community, and ratepayers (to include Billing/Customer Services), by performing the following duties personally or through subordinate managers, under the direction of the General Manager. The incumbent serves in a managerial capacity to ensure compliance with all regulatory financial statutes/guidelines and may serve as the financial liaison to the Benton Public Utility Commission and Benton City Council. Salary based on education & experience. Submit resume and application via mail to Terrie Sossamon, Benton Utilities, 1827 Dale Ave., Benton, AR 72015 or via email to tsossamon@bentonutilities.com. Applications and resumes will be accepted until position is filled. **For complete job description and qualifications visit <https://www.bentonutilities.com/personnel>.** EOE.

**BENTON UTILITIES
JOB DESCRIPTION**

JOB TITLE: Chief Financial Officer	DATE: 26 FEB 2019
DEPARTMENT: Finance	SALARY: Qualification-Based
DIVISION: Benton Utilities	FLSA STATUS: Exempt
REPORTS TO: General Manager	EEO CATEGORY: Officials/Admin.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY:

The Chief Financial Officer directs the financial planning and accounting practices of Benton Utilities, as well as the relationships with lending institutions, the financial community, and ratepayers (to include Billing/Customer Services), by performing the following duties personally or through subordinate managers, under the direction of the General Manager. The incumbent serves in a managerial capacity to ensure compliance with all regulatory financial statutes/guidelines and may serve as the financial liaison to the Benton Public Utility Commission and Benton City Council.

SCOPE OF WORK ENVIRONMENT

The Chief Financial Officer reports directly to the General Manager. Under the administrative guidance and direction of the General Manager, this position is responsible for all facets of departmental operations and services to include: direct/indirect supervision of personnel, internal/external information dissemination, financial planning and forecasting, budget preparation and reporting, accounting, and investments. The incumbent determines the formulation and execution of broad policies regarding department functions. The incumbent is responsible for compliance with City ordinances/policies and applicable Federal, State, Municipal statutes, guidelines, rules, regulations and principles/practices of public finance administration to include GAAP, GASB,

& Statutory reporting practices. This position directly supervises the Comptroller, Purchasing Manager, and other personnel, as may be assigned.

JOB RESPONSIBILITIES:

The incumbent's direct responsibilities include:

- Plans, directs and manages departmental operations/services, supervisory staff, training, and work programs.
- Conducts research in operations to verify and obtain information relative to legality, financial impact, and good business practices.
- Tracks and monitors federal and state legislation to advise of proposed legislation affecting utility operations.
- Reviews revenue sources for providing guidance relative to optimizing and maintaining funds.
- Indirectly supervises all exempt and non-exempt employees as assigned.
- Develops forecasts and long range plans for financial operations to include purchase power, revenue growth, taxation, borrowing and capital improvement programs; coordinates planning with General Manager, department heads, consultants, project managers, etc.
- Prepares annual and multi-year revenue and expenditure estimates for use in budget preparation; develops other budget summaries and schedules; directs preparation of annual budget document.
- Ensures total budget is compiled and presented to General Manager by established deadlines; presents information/reports regarding budget requests and revenue estimates as required.
- Confers with and advises General Manager, Commissioners, and department heads regarding fiscal operations, budget administration and fiscal aspects of contracts.
- Prepares and interprets interim financial reports, cost analysis and statistical data for General Manager and Commission.
- Manages investment portfolio and debt management; ensures cash is adequately collateralized as required.
- Develops, implements, and monitors internal procedure for receipting of funds or property, petty cash oversight, and expenditures for all departments and funds; audits procedures on a regular basis in order to ensure all transactions are performed under established protocol and can pass any outside examination or inspection.
- Directs accounting service/operations through the subordinate position of Comptroller.
- May serve as Plan Administrator and one of five (5) Trustees for the Employee Pension Fund.
- Coordinates procurement of property/casualty insurance through bid process and manages or oversees administrative functions of all property/casualty claims.
- Develops and implements policies/procedures for general accounting, accounts receivable, accounts payables, procurement policies, bad debts, etc.

- Directs and participates in review of all financial transactions and monitors expenditures of appropriated funds; ensures compliance with standard accounting systems and fiscal procedures (internal audits).
- Oversees maintenance of comprehensive filing system for broad array of administrative matters to include vendor contracts, governmental agency(s) reports, internal/external correspondence and other information as necessary/required.
- Participates in studies for the purpose of establishing rates for services.
- Limited travel may be required at delegation of General Manager.
- Performs other duties as necessary and/or required.

GUIDANCE

The incumbent seeks direction and guidance from the General Manager, and is also guided by ordinances and policies, as well as applicable Federal, State, Municipal statutes, rules and regulations in addition to public administration accounting principles/practices.

CHALLENGES

The challenges for this position are: 1) to remain current and informed on financial updates, ordinances/policies and related Federal, State, Municipal statutes, rules and regulations; 2) to communicate effectively both verbally and in writing with internal and external customers; 3) to effectively disseminate information both internal and external; 4) to ensure department services/operations are conducted in a professional, effective and efficient manner; 5) to prioritize and delegate workflow appropriately; 6) to identify and secure necessary resources to accomplish departmental goals and objectives; 7) to foster a quality work environment by building employee trust and confidence.

INTERFACES

The incumbent's principal internal contacts are primarily to include: General Manager, Commissioners, department heads, managers, and supervisors, exempt and nonexempt employees.

The incumbent's principal contacts external to the department and/or city government include: citizens, attorneys, bankers, investment groups, accountants, auditors, government agencies (to include grants), vendors, contractors, engineers, and consultants.

AUTHORITY

The Chief Financial Officer has the authority to direct and manage departmental services/operations within the compliance framework of ordinances/policies/procedures, Federal, State and Municipal statutes, guidelines, rules/regulations; to delegate duties and supervise department personnel; to perform financial and investment services for the Utility; to conduct forecasts and prepare long range plans; to address customer concerns

and conduct appropriate problem resolution; to make recommendations and take appropriate action to ensure the overall effectiveness and efficiency of the department.

SUPERVISION RESPONSIBILITIES

Directly supervises 2-4 supervisory positions within the department and support personnel. Carries out supervisory responsibilities in accordance with the policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY & EQUIPMENT: \$100,000,000 +

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A. or B.S.) in Accounting, from a four-year, accredited college or university, Certified Public Accountant (CPA) status, and eight (8) or more years of directly-related experience; or equivalent combination of education and experience and a minimum of eight (8) years of management experience.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- Comprehensive knowledge of principles/practices/methods of public finance administration.
- Comprehensive knowledge of City ordinances/policies/codes and State laws governing financial administration of municipal utilities.
- Comprehensive knowledge of accounting principles/practices
- Comprehensive knowledge of cost/revenue projection methods/techniques.
- Comprehensive knowledge of investment options
- Comprehensive knowledge of arbitrage reporting to federal agencies
- Comprehensive knowledge of risk management issues, especially pertaining to Purchase Power Agreements (PPA's).
- Comprehensive knowledge of property/casualty insurance
- Basic knowledge of human resources administration/practices and organizational management

Skills

- Skill in communication, information dissemination, organization, delegation, supervision
- Skill in use of personal computer/applications and data processing software/equipment

- Skill in composition of narrative and written statistical/financial reporting
- Skill in human relations management

Abilities

- Ability to ensure departmental services, operations, policies/procedures comply with applicable government and regulatory statutes and guidelines.
- Ability to work effectively with internal and external customers/contacts.
- Ability to forecast and developing range plans prepare financial reports and conduct risk management.
- Ability to understand and interpret regulations/rules regarding public sector finance/accounting and financial statements/reports.
- Ability to understand and interpret information dissemination requests and related responses.
- Ability to develop/implement policies and procedures related to effective financial operations/services.
- Ability to direct/delegate/supervise activities of professional and administrative employees.

ESSENTIAL FUNCTIONS

Refer to Job Responsibilities (Page one and two)

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Certain functions are understood to be essential; these include, but are not limited to, attendance, cooperation and performing under stress/stressful conditions. Any essential function will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement, as established by The Americans with Disabilities Act, (ADA).

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hold, handle, or manipulate items such as paper, pens, keyboard, and telephone; and to talk with or hear persons via telephone or in person. The employee frequently is required to sit at a desk and reach across the desk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is responsible for management of very large amounts of public monies. Employee may be called to work during emergency conditions.

DRIVING REQUIREMENTS: The employee may be required to drive or operate the following vehicles or equipment: passenger vehicle.