

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

---

**Job Title:** *Finance Manager - Utilities*  
**Department:** *Finance*  
**Reports To:** *Finance Director*  
**Status:** *Exempt /Non-union*

#### **Job Summary:**

Manages and supervises the Finance Department's Utilities division. This position is responsible for supervising the preparation, posting and reconciliation of the Utility division's financial, cash handling and internal control activities for the City of Oak Harbor as well as personnel management, scheduling and assisting in discipline and performance management of Utilities division staff. This position includes a variety of accounting duties such as recording, processing and summarizing information. This position may provide technical guidance to other Finance Department personnel and other City departments. Serves as principal assistant to the Finance Director and is a member of the Finance Department's management team. This position reports to the Director of Finance.

#### **Essential Job Functions:**

1. Direct and supervise day-to-day activities in the Utilities division.
2. Train office staff in the performance of daily routines, office policies and procedures. Ensure quality utility accounting services are provided to City departments and City and department procedures and protocols are followed.
3. Responsible for the safe handling of and reconciliation of all City cash receipts, posting and balancing to subsidiary ledgers and City accounting modules.
4. Assist in the preparation of monthly and annual financial reports and specialized accounting reports, including ad hoc reports on various aspects of the City's utility operations.
5. Assist and monitor team interaction with field locations and personnel. Ensure that all issues are resolved in an accurate and timely manner.
6. Technical and systems troubleshooting.
7. Participate in short and long term financial planning including collection of support data.
8. Establish and maintain effective and cooperative working relationships with City officials and department heads, co-workers, vendors and the general public using good judgment to handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
9. Provide accounting support information to Department Heads and Managers, as needed.
10. Lead and mentor Utilities Accounting Technicians and Accounting Assistant-Cashier/Receptionists in accordance with Finance Department goals. Provide continuous information and training for conducting work, including technology implementation.
11. Develop Utilities division staff skills through identification of opportunities for improvement, further enhancement of core strengths, and introduction to new competencies.
12. Provide feedback through performance reviews. As authorized, recommend personnel actions including hiring, training, discipline, promotion and staffing.
13. Identify problems or issue, develop solutions to resolve complex problems and gain cooperation among conflicting groups.
14. Provide support and administrative assistance to the Finance Director.
15. Maintain, analyze and reconcile accounting information.
16. Record and input data and make arithmetical calculations with speed and accuracy.
17. Reconcile, balance and audit assigned accounts.

#### **Associated Job Functions**

1. Promote excellent external and internal customer service.
2. Participate in developing efficient strategies to streamline existing work processes.
3. Participate in developing and monitoring internal control procedures over city revenues.
4. Train finance personnel, as necessary, in all system modules and applications.
5. Maintain a variety of manual and computer accounting records.
6. Provide back up for routine office tasks as needed, i.e. mail distribution, telephones.
7. Other duties as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Governmental accounting principles, practices and procedures.
- Procedures, policies, rules, internal controls, and practices affecting the development, maintenance and control of cash receipting, budgeting and accounting systems.
- Data processing applications related to cash receipting, utility billing, accounting and auditing functions.
- Knowledge of the principles of training and providing work direction.
- Must have excellent computer skills and be proficient with Microsoft Office products.
- Written skills, oral communications skills and ability to compose complex correspondence and reports as well as ability to research, organize and compile data into meaningful reports.
- Thorough knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Familiarity with EDEN utility and accounting software, helpful.
- Familiarity with State BARS accounting system, helpful.
- Perform minimal lifting.
- Good finger, hand and wrist dexterity.
- Must be able to problem solve and troubleshoot.
- Work independently and organize work to meet deadlines with a high degree of accuracy.
- Analyze situations accurately and adopt an effective course of action.
- Ability to accept direction for personal or departmental improvement.
- Ability to effectively manage and supervise diverse work activities of technical and clerical staff in a manner conducive to proficient performance and high morale.

**Working Environment and Physical Demands:**

Work is conducted in a dynamic, fast-paced office setting and requires the ability to sit or stand for extended periods of time and walk throughout the facility including climbing stairs; hand eye coordination and fine manipulation skills to operate computers and office equipment; as well as a normal range of hearing and visual acuity. Public contact and interdepartmental contact is at a maximum in this office. Some evening work may be required to attend Finance Committee and, on occasion, City Council meetings. Must be able to operate office equipment including but not limited to computers, 10 key adding machine, typewriter, multi-line telephone system, copier and fax machine. This position is located in an indoor setting but may be required to visit other departments which would create a limited exposure to weather elements.

**Experience and Training Requirements:**

- Associate's degree or equivalent in education and/or experience in accounting or a closely related field, *and*
- Three (3) or more years of progressively responsible experience in accounting and cash handling, preferably for a financial institution or in a municipal environment.
- Two (2) or more years of supervisory and management experience in accounting, finance or a closely related field.
- Demonstrated knowledge and/or experience of internal controls over cash, government fund accounting, cost accounting, financial reporting, BARS, and the general ledger account structure.
- Experience with utility billing software. Familiarity with EDEN utility and accounting software, helpful.
- Must be skilled in problem solving and have the ability to make decisions.
- Must understand the interface between the following modules: utilities, budgeting and fixed assets and the BARS accounting module.
- Must have excellent computer skills and be proficient with Microsoft Office products, with expertise in MS Excel required.
- Must have excellent communication and customer service skills to balance the needs of both internal and external customers.
- Must be bondable for cash handling.
- Must pass a background check to include credit check and a Drivers Abstract check prior to hire.

*A combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.*

Revised: FIN/HR 10/12, FIN/HR 10/13, FIN/HR 2/14, FIN/HR 6/15

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.