



Finance Director

Department:	City of Plymouth/Plymouth Utilities	FLSA Status:	Exempt
Division:	Administrative	Job Status:	Non-Bargaining Unit
Reports to:	City Administrator/Utilities Manager	Location:	Plymouth Utilities Operations Center
Prepared by:	City Administrator/Utilities Manager		
Date:	December 12, 2013 Revised April 20, 2023		

GENERAL DESCRIPTION

The Finance Director assists in the development and implementation of financial management functions of the City of Plymouth and Plymouth Utilities. This includes budget preparation, oversight of financial reporting and accounting; A/P, A/R, payroll, assists with cash management and investments, debt management, asset management, internal reviews of accounting controls and practices, and coordination of the annual audit. The Finance Director provides complex financial support to the City Administrator/Utilities Manager, Common Council, and City/Utilities Staff. The Finance Director serves as a member of the Management Team and exercises direct supervision over the Staff Accountants and the City Treasurer.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions

- Provide financial and budgeting expertise to the City Administrator/Utilities Manager, Common Council, various City Committees, Department Heads and Managers, as it relates to the City of Plymouth/Plymouth Utilities.
- Direct the maintenance and operation of the general accounting system. Oversee the daily processing of accounts payable and receivables. Perform or oversee all duties relating to the preparation, auditing, and processing of disbursements, receipts and journal entries.
- Determine cash flow needs and insure availability of funds. Assist the City Administrator/Utilities Manager in the investment of excess funds and monitor and ensure compliance with investment policy.
- Oversee and direct monthly customer utility billing function and payroll process and system.
- Prepare and provide monthly or quarterly financial statements and balance sheets.
- Oversee and direct all financial functions and duties in the preparation and development of the annual budget in partnership with the City Administrator/Utilities Manager. Monitor expenditures against approved budget and general cost effectiveness standards to assure efficient use of budgeted funds. Participate in the forecast of funds needed for staffing, equipment, materials, and supplies.
- Prepare, oversee, and direct the preparation of all tax, fiscal, regulatory, and other required financial reports.
- Oversee and direct the preparation of various reconciling schedules throughout the year and at year end to facilitate the annual audit. Oversee and direct development of various reports for financial analysis of various revenue and expense aspects.
- Ensure compliance with federal and state financial regulations.
- Oversee and direct the preparation of pertinent financial information related to bond sales, rate analysis, and other financial studies. Monitor bond funds and coordinate bond payments, report financial status of bond projects and funding to the City Administrator/Utilities Manager on a regular basis.

- Plan, direct, coordinate, and review the work plan for the finance staff; assign work activities, projects and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Train, motivate, and evaluate assigned personnel; provide or coordinate staff training when needed; work with employees to correct deficiencies; implement discipline according to city policy in conjunction with Human Resources.
- Recommend modifications to financial policies or financial operations, policies, and procedures as appropriate.
- Respond to and resolve difficult and sensitive citizen/customer inquiries and complaints related to utility billing.

OTHER DUTIES

- Upon request of the City Administrator/Utilities Manager, attend a variety of committee or council meetings and prepare and present financial reports or necessary financial correspondence related to issues relevant to the city and utilities finances.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of operational characteristics, services, and activities of a city and/or public utility; principles and practices of general, governmental and public utility industry accounting policies and standards; principles and practices of customer service; contract administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, accounting programs; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations related to the financial operations of a public utility, including Wisconsin Public Service Commission regulations and GASB standards.
- Ability to oversee and participate in the management of a public utility; oversee, direct, and coordinate the work of lower level staff; assist in selection of lower level staff, supervise, train, and evaluate assigned staff; participate in the development and administration of department goals, objectives, and procedures; participate in the preparation of budgets and administration; operate office equipment, analyze problems, identify alternative solutions, consequences of proposed actions and implement recommendations in support of goals, research, analyze and evaluate financial management methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing and maintain effective working relationship with those contacted in the course of work.

EDUCATION AND TRAINING

- A Bachelor's degree in accounting with five or more years of progressively responsible government/utility accounting or auditing experience, including supervision of staff. Graduate degree, CPA and/or professional certifications preferred.
- Office experience which regularly requires the ability to communicate orally and in writing with a variety of people, as well as frequent interaction with the general public.
- Ability to use Microsoft Suite programs and Accounting Software.
- Valid Wisconsin Driver's License.

WORKING CONDITIONS

- Environment: Work is performed in a standard office setting; may work irregular hours or nightly committee meetings.
- Physical: Primary function require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate automobile; and to verbally communicate to exchange information.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.