



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	DEPUTY UTILITIES DIRECTOR - FINANCE
Posting Date:	Monday, August 17, 2020
Closing Date:	Friday, September 4, 2020
Department:	Utilities
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Provides direction, supervision, and training for employees for which standard operating procedures are established and maintained; maintains and assists in the development of SOPs for Utilities personnel. • Supervises and manages the billing function to ensure timely issuance of bills and closely monitors the collection activities for Water and Water Pollution Control (WPC) funds. • Provides financial and accounting support to the Director by the accurate and timely completion of accounting functions for the Water & WPC funds. • Monitors Water and WPC fund cash flow and open payables listing; tracks Water fund inventories of chemicals and supplies. • Tracks expenditures of capital projects, bond drawdowns and the like. Tracks water sales with respect to trends and assists with the monitoring of cash flow. • Prepares and reviews all journal entries, reviews and reconciles general ledger accounts on a weekly basis; reconciles and maintains accurate receivable records; completes required records and reports and maintains files; prepares year-end closing and auditor work papers and data requests; prepares monthly financial report and forwards to City's Finance Director. • Provides accounting functions and prepares financial reports and studies for financial, regulatory and City agencies in accordance with established policies and procedures and in accordance with Generally Accepted Accounting Principles (GAAP). • With the assistance from the Deputy Director of Utilities – Engineering, assists in the preparation of O&M and capital budgets for Utility funds. • Responsible for effectively researching, tracking and resolving accounting problems and discrepancies in the Water and WPC funds; keeps management informed of area activities and of any significant problems that may develop. • Responsible for establishing and maintaining effective financial communication and coordination with contractors, vendors, division personnel and City management. • Assists in contract negotiations or changes with vendors or wholesale users. • Prepares required reports for the Rhode Island Public Utility Commission (PUC), meeting applicable deadlines and the preparation of any and all necessary information for PUC rate filings, billing disputes or related requests for data for which written and oral testimony may be provided; prepares monthly cash reconciliation and cash flow analysis, quarterly financial statements, restricted account reconciliation, semi-annual & annual reports and other reports as required by the Rhode Island PUC. • Accountable for all PUC requirements and that deadlines are met, reports are accurate and current and that accounting functions are completed in accordance with established standards, policies and procedures. • Prepares the Department's operating and capital improvement budgets under the direction of the Utilities Director. • Tracks all capital project expenditures and change orders and keeps Directors of Utilities and Finance informed as to status.

Brief Job Description: <i>(continued)</i>	<ul style="list-style-type: none"> • Provides financial and accounting support, analysis and information to the City Manager and other City Officials as directed. • Assists other department personnel in customer service via walk-ins, telephone or electronic communications. • Attends and participants in meetings and provides interaction with regulatory agencies and the general public.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in accounting, business, or related field, from an accredited college or university. • CPA and/or MBA is desired but not required. Must have a minimum of seven (7) years of progressive accounting work experience with three (3) to five (5) years of management experience and at least two (2) years' experience in budget preparation. • Thorough knowledge of Generally Accepted Accounting Principles; knowledge of governmental accounting & fund accounting preferred; knowledge of municipal Water and Wastewater operations. • Thorough knowledge of budgeting and financial preparation and administration. • Must be able to prepare a full set of financial statements. • Must be well organized and detailed oriented with strict attention to accuracy; demonstrated ability to deal effectively with individuals and groups; ability to interact with the general public, effectively present information and respond to questions; ability to write financial reports, business correspondences and procedure manuals. • Strong financial and analytical skills are required with ability to forecast trends. • Ability to multi task with strict timeframes. • Proficient with PC and related computer hardware & software.
Pay & Hours Per Week Mgmt. Grade: S11 Min. Salary: \$41.48 hourly Max. Salary: \$59.08 hourly FULL BENEFIT PACKAGE OFFERED Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to: Michael J. Coury, Director of Human Resources City Hall - 43 Broadway Newport, Rhode Island 02840</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;">www.cityofnewport.com Tel: (401) 845-5444 Fax (401) 845-9364</p>	