



MANAGER- FINANCE & BUSINESS OPERATIONS

Job Posting

Position Title: Manager - Finance & Business Operations
Department: Columbus City Utilities
Supervisor: Columbus City Utilities Executive Director
Salary Range: \$65,966 - \$98,949
FLSA: Full-time; Non-exempt; Safety sensitive
Application Deadline: March 1st – Interviews to begin immediately

Apply Online at <https://www.columbus.in.gov/careers/jobs/>

INTRODUCTION:

Columbus, Indiana, population 50,000 is well known for its architectural innovation, community collaborations, engaged public, and high quality of life. The City is a regional center for financial services, health care, employment, entertainment, and shopping. For more information about our community visit our visitor center website at www.experiencecolumbus.com or the City's website at www.columbus.in.gov.

EMPLOYEE BENEFITS:

The City of Columbus offers a competitive benefits package to all full time employees. This includes a comprehensive health insurance plan that begins on the first day of employment, with no waiting period. The Columbus City Utilities (CCU) department offers an employer-funded 403 (b) defined pension and employees vest in five years- a great pension for retirement. The City also provides each employee with \$20,000 in life insurance along with short term and long-term disability plans that are 100% paid for, by the City. Immediately Eligible For Health Insurance/Benefits on First Day of Hire!

POSITION SUMMARY:

The Manager of Finance and Business Operations is responsible for analyzing, preparing, and presenting the utilities' financial data. Preparation of financial statements and various reports is pertinent to the daily function of the utility. This position presents all financial data to the Utility Service Board (USB) during the monthly board meetings. This position manages eight-staff members, which includes the business office and Information Services department. As manager over business operations, this position oversees the billing and collection of revenues of more than 19,000 water and sewer customers. This position is also responsible for overseeing the preparation of the annual financial plan, which forecasts revenues, establishes a balanced budget, and develops a long-term capital plan for all utility departments.

ESSENTIAL (PRIMARY) DUTIES:

- Oversees the preparation of monthly financial statements which include balance sheets, income and expense statements, budget variance reports, utility consumption reporting, cash analysis, and other financial reports.
- Responsible for presenting monthly financial analysis to the Utility Service Board (USB) during monthly board meetings. Provide financial updates and forecasts to the USB.
- Effectively manage CCU business office comprised of eight staff, Information Systems department comprised of three staff.
- Coordinates effectively with the City's Director of Human Resources and Director of Operations, Finance, & Risk in managing human resources, risk, policy implementation, employment practices, recordkeeping, and compliance with state and federal employment guidelines.
- Assist Executive Director in developing an annual financial plan for CCU. Establish a balanced budget, forecasts revenues and income for the utility, and work with department supervisors and managers to develop a long-term capital plan for all CCU departments. Present financial plan to USB and City Council members.
- Oversee monthly and annual general ledger closeout procedures for customer billing and financial systems.
- Oversee the reconciliation of all accounts and ledgers at end of fiscal year, ensuring proper supporting documentation is filed and available during annual audits.
- Oversee the successful and timely upload of all year-end financial information into the Indiana Local Government Finance Gateway portal.
- Oversee all financial and accounting practices of the utilities including investments, bank reconciliations, debt service payments, transfers, inventory balancing, and other financial matters.

- Oversee claims and vendor payment process, ensuring timely and accurate payments. Presenting claim schedules to USB for approval.
- Actively supervise information systems department to establish good practices and procedures for CCU regarding cybersecurity on servers, SCADA, computers, networking, VOIP phone systems, and other matters.
- Work closely and effectively with the Clerk Treasurer of the City of Columbus in financial matters pertaining to the City and CCU.
- Administer the department's pension fund and work closely with investment and actuarial firm to successfully manage the utilities investments.
- Ensure accurate and timely billing and collections of all revenues due to CCU.
- Manage agricultural property leases, ensuring fair and equitable renting of CCU land.
- Work closely and effectively with the Indiana State Board of Accounts (SBOA) and the Indiana Regulatory Commission (IURC) in appropriate financial matters and meets all compliance requirements.
- Professionally represent CCU during the annual SBOA audits and respond effectively and in a timely way to all inquiries, data requests, comments, and findings.
- Work closely with municipal advisors and other third-party consultants to effectively perform cost of service studies, community outreach efforts, issuance of Bonds and Bond Anticipation Notes (BANs) or other financing mechanisms, bond ratings, and all other projects, insuring accuracy of data and timeliness of project work.
- Establish familiarity with bond provisions and ensure compliance.
- Ensure full compliance with SBOA, GASB, GAP, and other financial and accounting guidelines on a continual basis.
- Track and maintain transactions, claims, and other activity for BANs, revenue bonds, and other short and long-term financing.
- Collaborate with staff to effectively manage utility main extension accounts and payouts annually.

OTHER DUTIES:

- Collaborate with management and supervisors to establish internal controls for the utilities.
- Participate and represent CCU as a member of the City of Columbus' Insurance Review Committee.
- Handle escalated customer inquiries, comments, and disputes.

- Participate in monthly SBOA meetings and webinars to ensure department is up to date on latest regulations, rules, and incoming laws.

SKILLS AND EXPERIENCE REQUIREMENTS:

- Highly proficient in Microsoft Office, customer billing systems, and various financial software packages and ability to become proficient in use of Tyler MUNIS software.
- Superior analytical and problem-solving skills.
- Strong organizational skills, detail-oriented, and ability to meet deadlines.
- Must be able to work independently and within a team environment, collaborating with varying levels of employees.
- Experience working in government or utility is a plus.
- Must be professional at all times.

PHYSICAL REQUIREMENTS:

- Must be able to sit at a desk for most of the day.
- Must be able to use a keyboard, computer and answer a telephone as needed.

EDUCATION:

- The ideal candidate will have a bachelor's degree from an accredited college or university in public administration, business management, finance, economics, personnel management, or other related field, or equivalent experience.
- A master's degree such as MPA or MBA is preferred.
- Must have five years or more experience in managing, directing, developing, implementing, coordinating, and collaborating with a team of professionals performing the full scope of work required withing public utilities.
- Should be knowledgeable in administration and management as well as principles and practices of municipal operations and can research best practiced regarding operations, finance, and current trends in public policy affecting agency operations and programs.

WORK ENVIRONMENT:

Job Location: Employee performs duties in a modern business office environment with no unusual physical demands and works closely with Utility customers, supervisors, managers, and office staff.

LICENSES OR CERTIFICATIONS:

- Must have a valid Indiana Driver's License and maintain it at all times.
- Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.

RESIDENCY:

- Must reside in Bartholomew County or adjoining county within six (6) months of employment.

DRUG/ALCOHOL TESTING:

- This is a safety sensitive position and, as such, is subject to the City's Drug and Alcohol-Free Workplace Program, which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

This description is intended to describe the type of and level of work performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person, and employees at the city may be given other assignments at will.

BENEFITS OF EMPLOYMENT WITH THE CITY OF COLUMBUS:

The City of Columbus offers a comprehensive benefits package for full-time employees which includes:

- Two (2) medical plan options (including RX (prescription) coverage);
- Vision and dental plans options;
- Health savings account, which includes bi-annual City contribution for employees who choose High Deductible Health Care Plan option;
- Flexible health spending account – medical, dependent, and limited options;
- Deferred compensation 457(b) account option;

- Fully-funded defined pension plan through the State of Indiana (PERF) (Utilities employees have a different 403(b) plan- also fully funded by the department and also a defined pension);
- A robust, comprehensive program of leave policies (Fire & Police have different leave policies) covering a variety of employee needs, including but not limited to:
 - 80 hours of paid vacation leave after one year;
 - 16 hours of paid personal leave available yearly;
 - 48 hours of paid sick leave which can accrue/carry-over;
- 15 paid holidays, 17 on election years;
- City paid life insurance, with the option to buy more life insurance for yourself, spouse, or children
- City paid Long-term Disability insurance (non-sworn);
- City paid Short-term Disability insurance (non-sworn);
- Employee assistance program that allows for covered behavioral health visits;
- Qualified employer for the Public Service Loan Forgiveness Program

AN EQUAL OPPORTUNITY EMPLOYER

M/F/D/V

*all potential applicants are encouraged to apply, and if you need an accommodation or help to apply online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov