

CITY OF CHATTANOOGA
Classification Specification Title: Utility Financial Services Manager
(Wastewater)

Department: Wastewater

Pay Grade: WWFG.12E

Supervision Received From: Dir. Administration

FLSA Status: Exempt

Supervisory Responsibility For: Fiscal Analyst

Established: 6/23/14

**Revision Dates: 4/9/25;
10/20/23; 8/02/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for creating and maintaining division budget and monitoring the budget and expenditures, as well as compliance with rules and regulations to management objectives. Works under limited supervision and uses independent judgment and discretion.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment; making hiring, termination and disciplinary recommendations.

Prepares annual and/or capital budgets for the department which includes: developing budget requests and packages; comparing budgets to actual expenditures and oversees fiscal operations; supporting departments in developing budget forecasts.

Developing budget policies, calendars, guidelines and instructions; facilitates budget meetings and the preparation of related materials; preparing presentations for executive staff and performing related activities.

Provides support in the development and adoption of the annual operating and capital budget for Wastewater Division which includes: formulating, interpreting and establishing relevant budget information; establishing the budget calendar and timelines.

Providing direction to fiscal coordinators and staff on developing annual budget, planning and coordinating budget review by applicable executive staff, the City Council, the Mayor and the general public and preparing budget presentations.

Prepares an annual balanced budget in the Division for recommendations to the Mayor and the City Council, and ensures budget compliance with state regulations.

Projects revenues and closely tracks the economy at the national, state, and local levels comparing growth in the economy to revenue streams and providing principal economic research and forecasting.

Prepares monthly expenditure projections based on actual spending data to identify trends and recommend corrective action, if necessary, and communicates the analysis to Division Administrators.

Analyzes departmental and/or a capital project budget performance and/or variances, monitors performance in the execution of the budget for departments; determines availability of funds for departmental requisitions and vouchers, as well as contracts and approvals, including the preparation of payment vouchers, requisitions, bid specifications, journal vouchers, and process resolutions.

Reviews operating and capital budgets to analyze trends affecting budget needs; ensures adjustments are made in accordance with program changes in order to facilitate long-term planning; prepares a comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years, and recommends budget revisions.

Responds to requests for information and complaints from the general public; elevates issues when appropriate. Monitors and maintains the personnel system which includes: updating personnel positions, verifying positions, and monitoring vacancies to ensure position authorization as specified by the budget ordinance; prepares related reports.

Prepares and analyzes investment and cash flow statements to ensure maximum investment potential for available funds.

Collaborates with Information Technology personnel to troubleshoot and resolve problems associated with the software, systems, and processes related to budget activities.

Performs a variety of special projects related to the annual budget or capital budgets as assigned.

Schedules, coordinates, and participates in/on a variety of meetings, public forums and/or other related groups in order to receive and convey information.

Processes a variety of documentation associated with departmental operations, per established procedures, and within designated time frames, distributes documentation and retains records.

Communicates with supervisor, management staff, other employees, developers, engineers, contractors and external organizations to coordinate activities.

Uses, carries, and answers cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting, Finance or related field and six (6) years of progressively responsible budget and management analysis experience or any combination of equivalent experience and educational training or experience sufficient to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS: Valid Drivers License, Certified Government Financial Manager (CGFM) preferred.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of advanced budgeting principles and governmental accounting practices; project management principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; financial modeling methods applied to revenue and expenditure projects; statistical techniques and applications; financial reporting requirements; automated budget systems and policy and procedures development and implementation practices; project management principles; customer service principles; applicable laws, ordinances, codes, rules, regulations, policies, and procedures.

Skill in monitoring the work of subordinate staff; prioritizing and assigning work; formulating large, multi-level budgets; performing mathematical calculations; analyzing financial data and information; preparing budget forecasts; conducting research and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction; interpreting and applying applicable laws, codes, rules, regulations, policies and procedures; managing projects; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to vibrations, fumes, odors, dusts, and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.