

Division Finance Officer

Location: G-4610 Beecher Rd Flint, MI 48532

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for a Division Finance Officer at Genesee County Water and Waste Services in Flint Township, MI.

DUTIES INCLUDE:

Manages and participates in the day-to-day activities of the staff responsible for the administration of the Division's accounting, utility billing, budgeting, purchasing, payroll, and auditing functions; oversees compliance with governmental accounting principles and regulatory standards

BENEFIT PACKAGE:

Benefit package includes paid medical, dental and vision insurance coverage. Paid Holidays, paid vacation time, paid training and tuition reimbursement. Employees of GCDC-WWS are members of the Genesee County Defined Benefit pension plan. For more information on benefits please visit www.gcdcwws.com or contact the Division HR Department.

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages the day-to-day activities and staff responsible for administration of the Division's accounting, utility billing, payroll and purchasing functions. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Assumes responsibility for administration and maintenance of the central accounting system. Monitors compliance with generally accepted municipal governmental accounting principles and practices; initiates corrective action as necessary.
- Oversees and participates in preparation for the annual audit.
- Assumes responsibility for development of the Division's annual capital and operating budgets; coordinates the budget process providing assistance and guidance to management as needed.
- Oversees and participates in preparation of financial statements, cost reports, statements of receipts/expenditures, and other management informational documentation as required.
- Serves as a resource to management, staff, and external consultants on various financial and budgetary matters.
- Works cooperatively and effectively maintains communication with MIS staff to maintain a variety of computer based accounting and billing systems
- Works cooperatively and maintains communication with other departments, customers and external parties to coordinate activities, resolve problems and exchange information.
- Attends and participates in various internal and external meetings; performs related tasks as required.
- Maintains current knowledge of generally accepted municipal governmental accounting principles and practices.
- Participates with consultants, counselors, and other professionals in preparing documents and reports in anticipation of selling bonds and other financing instruments.
- Assists with the development of departmental budgets; works with all other cost centers to assure compliance with approved expenditures
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related area.
- Advanced degree in a related discipline is desirable, as is registry as a Certified Public Accountant.
- CPFO required or must obtain within one year of hire.
- Eight or more years of related governmental accounting and finance experience including supervision of professional staff.
- Managerial and supervisory skills are necessary to adequately manage assigned staff functions.
- Interpersonal skills are necessary to effectively communicate, orally and in written form, with all levels of staff, customers, auditors, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mathematical aptitude are necessary to forecast financial requirements and prepare financial analyses.
- Written and computer skills necessary to prepare required documentation.
- Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and meet ongoing deadlines.
- Physical ability to work for extended periods of time at a computer.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

WORKING ENVIRONMENT:

- Normal office environment with little discomfort due to noise, dirt, dust, and the like.
- This position shall not work remotely or virtually.

WAGE SCALE:

	(A)-Start	(B)-YR 1	(C)-YR 2	(D)-YR 3	(E)-YR 4	(F)-YR 5	(G)-YR 6	(H)-YR 7	(I)-YR 8
E-3	\$48.82	\$50.27	\$51.77	\$53.31	\$54.90	\$56.54	\$58.23	\$59.96	\$61.75
	\$101,546	\$104,562	\$107,682	\$110,885	\$114,192	\$117,603	\$121,118	\$124,717	\$128,440

Applications shall be mailed to:
 Genesee County Water and Waste Services, Attn: HR
 4610 Beecher Rd, Flint, MI 48532

Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled
Applications must either accompany or follow resume submission

NO PHONE CALLS. EEO.



GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES

JOB DESCRIPTION

JOB TITLE:	DIVISION FINANCE OFFICER	DEPARTMENT: Finance
REPORTS TO:	Division Director	REVISED: 07.07.2023

JOB SUMMARY: Manages and participates in the day-to-day activities of the staff responsible for the administration of the Division's accounting, utility billing, budgeting, purchasing, payroll, and auditing functions; oversees compliance with governmental accounting principles and regulatory standards

PRIMARY DUTIES & RESPONSIBILITIES:

- Manages the day-to-day activities and staff responsible for administration of the Division's accounting, utility billing, payroll and purchasing functions. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Assumes responsibility for administration and maintenance of the central accounting system. Monitors compliance with generally accepted municipal governmental accounting principles and practices; initiates corrective action as necessary.
- Oversees and participates in preparation for the annual audit.
- Assumes responsibility for development of the Division's annual capital and operating budgets; coordinates the budget process providing assistance and guidance to management as needed.
- Oversees and participates in preparation of financial statements, cost reports, statements of receipts/expenditures, and other management informational documentation as required.
- Serves as a resource to management, staff, and external consultants on various financial and budgetary matters.
- Works cooperatively and effectively maintains communication with MIS staff to maintain a variety of computer based accounting and billing systems
- Works cooperatively and maintains communication with other departments, customers and external parties to coordinate activities, resolve problems and exchange information.
- Attends and participates in various internal and external meetings; performs related tasks as required.
- Maintains current knowledge of generally accepted municipal governmental accounting principles and practices.
- Participates with consultants, counselors, and other professionals in preparing documents and reports in anticipation of selling bonds and other financing instruments.
- Assists with the development of departmental budgets; works with all other cost centers to assure compliance with approved expenditures
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DIVISION FINANCE OFFICER

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- Analytical ability and mathematical aptitude necessary to forecast financial requirements and prepare financial analyses.
- Written and computer skills necessary to prepare required documentation.

MENTAL, PHYSICAL & OTHER REQUIREMENTS:

- Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and meet ongoing deadlines.
- Physical ability to work for extended periods of time at a computer.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

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- This position shall not work remotely or virtually.

WAGE SCALE: E-3

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Approved by:  Date: 9/12/23
Chief Deputy Drain Commissioner

Approved by:  Date: 9/12/2023
Division Director