

HRSD

Position Description: Chief of Accounting and Finance-Controller

Section I. Position Reference Information

a.	Department	Finance and Administration
b.	Division	Accounting and Finance
c.	Position Title	Chief of Accounting and Finance-Controller
d.	Immediate Supervisor	Director of Finance and Administration
e.	Work Center	Main Office
f.	Grade	11

Section II. Position Summary

Under broad guidance, the Chief of Accounting and Finance-Controller is responsible for:

- a. Supervising professional and non-professional accounting staff to include staff development
- b. Providing a lead role in finance, accounting and reporting for benefits
- c. Providing financial knowledge and skills to advise the General Manager, and the Director of Finance and Administration on financial issues in the management of the financial affairs of HRSD
- d. Manages HRSD's financial management system including accounting, payroll, accounts payable, investments, general ledger debt administration, budget and financial reporting
- e. Projects revenue and expenditures used in the establishment of HRSD sewer rates and facility charge
- f. Performing budget coordination for the HRSD Operating and Improvement Budgets

Section III. Examples of Position Duties

- a. Serves as chair of the Accounting and Finance QST, Health Insurance Review Committee, Property Insurance Committee, and is a member of the Finance and Administration QST
- b. Insures financial reports, statements and information is reported accurately and in a timely manner to the appropriate parties
- c. Prepares the Division Budget
- d. Prepares the annual report
- e. Assembles the annual budget
- f. Prepares the 5-year projection
- g. Formulates the proposed rates for HRSD
- h. Forecasts and Coordinates any debt issues
- i. Oversees the property and casualty insurance program for HRSD
- j. Works with the Rate Book Team
- k. Oversees accounting and finance related record keeping requirements involving HRSD benefit programs which include health, life, Virginia Retirement System (VRS), disability, post retirement health benefits, deferred compensation 457 plan, and vacation and sick benefits, which have both self and underwritten components
- l. Supervises the treasury function to include cash investments and debt

Section IV. Position Contacts

- a. Standing Committees, Boards, and Organizations
 - 1. Required
 - a) Member - Government Finance Officer’s Association
 - b) Chair – Accounting and Finance Quality Steering Team
 - 2. Desired
 - a) Member - American Institute of Certified Public Accountants (AICPA)
 - b) Member – Virginia Society for Certified Public Accountants (VSCPA)

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Director of Finance and Administration	Financial project coordination on all Accounting initiatives; budget, 5-year projections, policies, rate model, financial statements, investments, debt administration	Daily
General Manager, Commission, Directors, Chiefs & Division Heads	Various financial matters	Monthly
Staff	Available to staff to keep the work flowing	Daily
Finance and Administration QST	Finance and Administration Routine Business	Weekly
Accounting and Finance QST	Accounting and Finance Routine Business	Weekly
Human Resources	Benefit Plans	As Needed

c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Virginia Resources Authority DEQ	Dealing with existing or new borrowings	Monthly
Sidley Austin Brown and Wood Bond Counsel Rating agencies – Moody’s and Standard and Poor’s	Dealing with Debt and Trust Indenture	As needed
Commission Consultants Legal, Insurance, Audit, Financial	Issues dealing with Insurance, Financial Audit, Debt Insurance, Investments, and various legal matters	As needed
ICMA	Dealing with 457 Plan and HRSD Health Saving Plan	Monthly
Bank of New York	Dealing with Trust issues	Quarterly
Bank of America	Dealing with Commercial Banking issues	Quarterly
Auditor of Public Accounts - Office of the Comptroller	Regarding Financial Reporting	Annually
Virginia Retirement System	Benefits, Payments	Annually
Rate Consultant	Various Rate models	Monthly

Section V. Position Accountabilities and Expectations

- a. Compliance - Insures compliance with Generally Accepted Accounting Principles for State and Local Governments. Prepares annual, semi-annual financial reports and annual operation budgets
- b. Operations and Maintenance- Maintains HRSD’s accounting systems and programs so that the organization remains fiscally sound

- c. Financial Management - Insures that cash/income is handled with care while maximizing its use. Revenue and expenses for Accounting and Finance Division are managed in alignment with HRSD's budget projections and financial management practices
- d. Process Management - Maintains and improves the internal financial control environment within HRSD
- e. Human Resources Management – Employees are effectively utilized, Employees are developed to take on roles that are more responsible, Effective hiring decisions are made, Training and development is visibly supported
- f. Customer Satisfaction - Insures collaboration within, and across, all internal boundaries; Accounts payable touches entire organization on a day-to-day basis; helps insure customer satisfaction
- g. Timeliness – Completes all projects and regular responsibilities within agreed-upon deadlines i.e., daily ACH transfers, weekly requisitions to transfer money to cover weekly pay checks generated by A/P, etc.; Failure to meet deadlines can affect HRSD's reputation as a stable financial organization
- h. HRSD Universal Competencies – Consistently demonstrates HRSD Universal Competencies

Section VI. Working Conditions

- a. Must be able to work at a senior manager level in a team-oriented culture
- b. Must have the ability to make quick, analytical, fiscally sound decisions

Section VII. Physical Requirements

Must have the physical dexterity to accomplish the duties defined herein

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

Section IX. Qualification Standards

- a. Education
 - 1. Required
 - Bachelor's degree in Accounting
 - 2. Desired
 - Master's degree in business administration or public administration; a combination of significant agency experience and advanced training may substitute for the desired education
- b. Experience
 - 1. Required
 - a) Five years in a supervisory position managing an accounting staff of professionals and non-professionals in a small-to mid-size, multi-site company
 - b) Analysis, preparation, and presentation of financial statements and budgets
 - 2. Desired
 - a) Experience in the Water or Sewer Utility field a big plus
 - b) Experience in a government, authority, or not-for profit a plus
 - c) Work in public accounting or equivalent

- c. Job-specific Technical Competencies
 - Required
 - a) Knowledge accounting and accounting systems, local government, management, planning, quality improvements, strategic planning, and finance
 - b) Ability to develop highly effective working relationships with all HRSD Directors, Chiefs, Managers, and employees
- d. Job-specific Behavioral Competencies
 - Sets Clear Performance Goals
 - a) Clearly communicates expectations for results, timeliness, quality and other important parameters
 - b) Establishes deadlines for delivery of results
 - c) Insists on and insures clarity of role and/or functions
- e. Special Licenses
 - 1. Required
 - a) CPA (Certified Public Accountant)
 - b) Valid driver's license from state of residence
 - 2. Desired
 - a) Certified Internal Auditor
 - b) Certified Financial Advisor
 - c) Certified Government Financial Officer
- f. HRSD Universal Competencies (www.hrsd.com click on Jobs@HRSD)