



UTILITY BUSINESS DIRECTOR

FUNCTION:

Under the administrative direction of the Water Works Superintendent, the Utility Business Director is responsible for all financial matters of the Osceola Water Works. This position performs a variety of complex professional, administrative and technical finance, accounting and budgetary functions, while also assisting with the utility billing, payroll, and claims processing functions as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides leadership and direction in the development of short and long-range financial plans.

Develops the annual Water Works budget; assists with financial and budget information in resolving questions and issues.

Monitors operating expenses within approved budget guidelines and conducts analyses of actual costs/expenses relative to the budget.

Manages cash investments, cash management processes and revenue tracking, including sales tax receipts, reporting, and audits.

Assures compliance with debt service schedules, obligations, bond covenants and other debt financing arrangements. Coordinates all new debt issues or refunding issues for the Water Board's consideration.

Develops financial studies and plans, forecasts, estimates, and monitors the financial condition of the Water Utility.

Ensures that effective internal controls are in place and functioning to maintain compliance with applicable federal, state and local regulatory laws and standards for financial reporting.

Responsible for the preparation of journal entries, reconciliation of bank statements and supporting data.

Responsible for the financial reporting process of annual audit.

Develops rate schedules and prepares rate resolutions.

Develops and maintains an equipment depreciation program.

Responsible for researching and writing all applicable grants.

Maintains the utilities capital improvement program.

Responsible for maintaining a cost analysis report pertaining to water production costs to include treatment, distribution and administrative costs of service.

Oversees all the execution of the administrative support contract with the CCRC.

Other duties as assigned by the Water Superintendent.

QUALIFICATIONS:

Graduation from an accredited college or university or an Associate of Arts degree in a relevant field of study is required.

Knowledge of utility accounting principles.

Knowledge of computer software applications including Microsoft and database programs.

Ability to communicate verbally and in writing to personnel.

Ability to accurately perform arithmetic calculations and mathematical functions.

Ability to maintain an effective relationship with both external and internal customers.

Ability to maintain confidentiality of company records.

Must have a valid Iowa driver license.

PHYSICAL REQUIREMENTS:

Ability to lift 50 pounds.

Ability to remain seated for long periods of time.

Ability to transition from one project to another easily.

Ability to run office equipment.

WORKING CONDITIONS:

Normally inside building.

Frequent exposure to machine noise.

Occasionally in adverse weather conditions.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities, or requirements. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. The Osceola Water Board reserves the right to change, modify or combine duties and positions when it is deemed to be in the best interests of the department.

Osceola Water Works is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.