

The logo for the City of Fort Collins, featuring the text "City of Fort Collins" in white on a dark blue background with a stylized white wave graphic below it.

UTILITIES FINANCE & BUDGET MANAGER

CITY OF FORT COLLINS, CO UTILITIES FINANCE & BUDGET MANAGER REQUISITION #9026

The City of Fort Collins is seeking an experienced and highly motivated manager to fill this key position within the Utilities. This position reports directly to the Executive Director of Utilities and is responsible for managing the day-to-day operation of the Finance & Budget Department of the Utilities, while maintaining a commitment to delivering high quality service to our customers. The ideal candidate will have excellent communication skills as well as strong organizational and leadership skills. He/she will be detail-oriented, with an ability to manage multiple projects independently.

The successful candidate must also have the ability to develop, motivate, and maintain a skilled workforce and will have a track record for being a team player and building effective teams. The ideal candidate will have a Bachelor's degree in Finance, Business Administration, public administration or related area and eight to ten years progressively responsible senior management level experience in finance, accounting, budgeting or business management; Certified Public Accountant. Utility finance experience preferred.

THE POSITION

SUMMARY: Directs and manages the operations of the Utilities Financial Operations department by developing and administering financial policies and procedures consistent with objectives established for the City Utility Services and consistent with the overall vision, mission and values of the City of Fort Collins.





ESSENTIAL DUTIES AND

RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

- Directs the preparation and implementation of short-term and long range strategic financial plans, goals and objectives.
- Prepares Utility Services' biennial budget and maintains the integrity of the fiscal records of the Utilities. Responsible for budgetary control and compliance.
- Reviews and analyzes operations and costs to evaluate and measure Utilities' progress and development in comparison to stated objectives and future needs.
- Provides regular reports to the Utilities Executive Director, City's Chief Financial Officer, and Utilities' Department Managers as needed.
- Serves with other managers as member of Utilities management team; partners with other City departments to find workable solutions.
- Manages the finance, budget, rate development & administration, debt management, and financial reporting activities for Utility Services.
- Directs Utilities' Asset Management program
- Oversees financial activities within Utilities Operations, including Capital Projects programs.
- Works on special projects as assigned.
- Financial representative for the City's Utility Services to community groups, public forums, City Council or other boards or commissions as required.
- Provides general oversight and direction to the work of professional, clerical and administrative staff.
- Participates in formulating and administering Utility Financial Department policies and developing long-range goals and objectives.
- Evaluates the results of the department's operations and service levels.
- Responsible for the hiring authority for actions relating to hiring, discipline and termination of regular employees within the Financial Operations department.

SUPERVISORY RESPONSIBILITIES: This position is responsible for the supervision of City employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to a normal office environment. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE SUCCESSFUL CANDIDATE

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of utility and governmental accounting, budgeting and finance.
- Knowledge of various financial software and their applications.
- Knowledge of financial management information system applications.
- Thorough knowledge of utility rate development, debt management, finance, accounting, and budget management.
- Knowledge of practices and principles of business management.
- Advanced knowledge of public sector finance and applicable laws.
- Expert knowledge in rate development processes.
- Knowledge of public policy development and administration.
- Ability to communicate effectively both orally and in writing.
- Knowledge of specific functions and operations of a Financial Operations Department.
- Ability to make sound, educated decisions.
- Excellent people skills to effectively interact with management, coworkers, and staff.
- Strong team orientation.

EDUCATION AND EXPERIENCE: Bachelor's degree in Finance, Business Administration, public administration or related area from an accredited college or university; a minimum of eight to ten years progressively responsible senior management level experience in finance, accounting, budgeting or business management. Utility experience preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management and public groups.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensure as a Certified Public Accountant.

THE ORGANIZATION

We are a full-service municipality that operates under the Council / Manager form of government. The City structure is organized around five service areas including: Internal Services; Financial Services; Police Services; Utilities Services; and Community Services.



FORT COLLINS UTILITIES

Fort Collins Utilities provides electric, water, stormwater and wastewater services to customers inside and outside city limits. This includes:

- 65,000 electric and stormwater customers within city limits (about 45 square miles);
- 35,000 retail water customers and several water districts; and
- 34,000 wastewater customers and one sanitation district.

Utility services are provided inside and outside city limits. Fort Collins Utilities has a strong history of best practices and is viewed as a national leader in the industry.

Fort Collins Utilities generates annual revenues of about \$135 million, and the combined debt is about \$105 million. Electric sales amount to nearly \$81 million; water revenues approximate \$26 million; wastewater revenues approach \$15 million, and stormwater \$13 million. Fort Collins Utilities transfers approximately \$9 million to the General Fund annually. This represents about 10% of the General Fund budget.

The Utilities Finance and Budget Manager leads a department of 32 staff members and is responsible for the finance, budget, rate development & administration, debt management, asset management, and financial reporting activities for Utility Services.

In response to the values of our customers and the numerous challenges facing utilities today, Utilities managers and staff launched a comprehensive sustainability program –*Utility for the 21st Century*.

The stated purpose of this initiative is “Inspiring community leadership by reducing environmental impact while benefiting customers, society and the economy.”

The ideal candidate will have the ability to work within the context of this sustainability program, and the communication, organizational and leadership skills necessary for working with the Executive Director and other senior managers in implementing innovative approaches to the traditional work of municipal utilities. He or she will have the ability to develop, motivate, and maintain a skilled workforce and will have a track record for dealing effectively and positively with significant change.

THE COMMUNITY

Located in northern Colorado, just north of Denver, Fort Collins is home to Colorado State University and an outstanding public school system. Fort Collins offers a unique blend of natural beauty, cultural and recreation opportunities, a strong economic base, and diverse employment opportunities.

Fort Collins is nestled against the foothills of the Rocky Mountains and alongside the banks of the Cache La Poudre River, and lies approximately 5,000 feet above sea level. Fort Collins' 131,000 residents enjoy a moderate, four season climate with an average of 300 days of sunshine and 14.5 inches of precipitation a year.

Fort Collins has been named one of the best places to live in America by a number of national trend sources due to its attractive amenities, good weather, location, and all around livability.

Among Fort Collins' awards and recognition are:

- Gold level “Bicycle Friendly Community” designation by the League of American Bicyclists, September 2008
- *Fast Company Magazine* Fastest City, #1 for Research and Development, July 2007
- *Entrepreneur Magazine* One of the Hottest Midsize Cities for Entrepreneurs, August 2006
- *Forbes Magazine* Best Places for Business and Career, May 2006
- *Frommer's Top 100 Affordable Communities/Best Places to Raise Your Family*, May 2006
- *Outside Magazine* One of 18 Perfect Towns in the USA, August 2005

Fort Collins has been nationally recognized for providing our residents with exceptional services. Whether it's recognition from *Money Magazine* as the nation's best place to live, or specific recognition such as Frommer's award as one of the country's best places to raise a family, Fort Collins seems to truly have it all:

- 36,000 acres of City owned Natural Areas designated for conservation and recreation

- 44 park sites constituting more than 800 acres
- 3 City owned and operated golf courses with 45 holes
- 25 miles of off road trails and 25 miles of paved multi-use trails, maintained year round
- 280 miles of bike lanes and routes
- close proximity to regional ski resorts
- Lincoln Center, a cultural arts center
- Harmony Library, a joint-use facility shared with Front Range Community College.

What makes Fort Collins *Money Magazine's* 2006 Best Place to Live and their #2 pick for 2008? It is the quality of the life the community offers. From the award winning schools, immediate access to the outdoors, the authentic downtown, and Colorado State University – there is something here for everyone. If you are seeking the Colorado lifestyle and a community in which you can challenge yourself and make a contribution, then Fort Collins is your city, “The Choice City”.

COMPENSATION AND BENEFITS

Salary for the Utilities Finance and Budget Manager is \$6,540 to \$9,125 monthly, depending on qualifications. The very competitive benefits package includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Accounts
- Paid Sick Leave (15 days per year)
- Short-Term Disability
- Long-Term Disability
- Paid Holidays (9 days per year)
- Paid Vacation (15 days to start, increasing to max of 24 days at 20 yrs) + 5 days lump sum at the beginning of each year
- Social Security + 401A
- Deferred Compensation (457 Plan)
- Life Insurance
- Employee Assistance Program
- Award-winning Wellness Programs

TO APPLY

If you are interested in this outstanding opportunity and believe you meet the minimum qualifications please visit www.fcgov.com/jobs to apply on line. **Complete a City application and submit a detailed resume by November 13, 2009.** Requisition #9026. Post-offer background check and drug test required.

**THE CITY OF FORT COLLINS IS AN
EQUAL OPPORTUNITY EMPLOYER.**