

JOB ANNOUNCEMENT

POSITION: Deputy Director of Finance
SALARY: TBD
FLSA: Exempt

DIVISION: Administration
POSTED: November 4, 2016
APPLICATION DEADLINE: November 17, 2016 4pm

SUMMARY:

Performs professional management and supervisory work in serving as principal managerial support to the Director of Finance. The work involves planning, directing, coordinating, leading and supervising the finance, customer service, information systems, purchasing and warehousing functions for the Authority. Overall goals are set and the selected individual determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Director in the operations of the Division. Coordinates the Division's work to include the areas of accounting (general ledger, payroll, accounts payable, audit), finance (financial and rate analysis, treasury, internal controls, reporting, agreements), customer service (account management, billing, metering, collections, payment processing, call center), information systems (networking, hardware and software maintenance, communications, help desk), procurement (purchasing, contracting, solicitation management) and warehousing.
- Assists Director in debt issuance, debt management and capital budgeting.
- Assists the Director in operating budget preparation and tracking expenditures against budget. Prepares budget related reports as needed.
- Provides support and works with department managers and supervisors, as well as personnel from other divisions to accomplish Authority goals. Ensures accurate and timely processing of all work. Ensures prompt, accurate, courteous and professional service is delivered to internal and external customers.
- Serves in a professional and fiduciary capacity for the Authority. Safeguards the Authority's property, equipment, monies and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Ensures PWSA compliance with all financial laws, policies and procedures.
- Stays abreast of legal, regulatory and policy development affecting the division. Ensures compliance with applicable policies, rules, regulations, laws, and agreements.
- May manage audits required for the Authority.
- Establishes and maintains internal controls to ensure effectiveness and efficiency of operations, reliability and accuracy of financial and operational reporting, and compliance with standard operating procedures and policies. Drafts and updates standard operating procedures and policies to clearly establish roles, responsibilities and accountability.
- Responsible for understanding the overall strategy and direction of the Authority, championing and communicating that message to direct reports and employees in the area of responsibility. Assists with strategic short-term and long-term planning.
- Performs financial analysis and modeling. Analyzes data from the Authority's various data sources such as financial system, utility management software, and other appropriate databases. Determines trends, identifies issues, and recommends changes to operations or software systems.
- Functions as a subject matter expert on the policies and procedures of the Division. Provides explanations, instructions and direction to others regarding technical and operational matters of the work or unit; ensures that others understand such matters and act appropriately on such information.
- Assesses the needs of the Division and provides leadership in planning and implementation.
- Leads or assists with initiatives and projects.
- Responds to complaints or requests for information from other Divisions, customers, or third parties. Coordinates with other jurisdictions and vendors;
- Performs administrative duties for the Division. Develops annual budget, monitors expenses, assists with procurement of goods and services, and performs contract administration duties. Analyzes key performance indicators. Prepares various reports and correspondence. Makes presentations as needed.
- Supervises staff as directed; assigns, directs and plans work programs and inspects work of staff for acceptance; monitors work efforts, system and procedures to evaluate effectiveness and takes appropriate actions to adjust work flow, operations, procedures and methods to meet requirements.
- Selects, trains, and evaluates staff, and takes appropriate actions to improve performance when necessary. Initiates actions regarding hiring, transfer, promotion, payroll, leaves, performance, and other personnel actions.

- Uses resources economically; manages positions and personnel to make the best use of employees; develops employees; plans for succession of key personnel; counsels employees regarding their work and takes appropriate action to address performance where necessary; resolves grievances and administers discipline.
- Develops plans to meet unexpected situations, new developments and changes in programs; prepares for emergencies; understand the factors and conditions affecting programs and recommends appropriate responses.
- Maintains confidentiality at all times.
- Meets divisional benchmarks within established guidelines.
- Acts in the absence of the Director of Finance and represents the Director in meetings and on specific projects.
- May be deemed essential at any time.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of finance, accounting and customer service operations.
- Ability to effectively plan, organize, lead and direct the work of personnel; ability to apply professional knowledge to specific finance, accounting or customer issues.
- Ability to read, analyze and interpret complex financial reports and spreadsheets; create financial models and worksheets; organize and prioritize work; supervise, train, lead and evaluate personnel; follow established codes, policies, and guidelines; perform work in accordance with safety regulations, guidelines and practices; work independently in absence of supervision; understand and carry out oral and written instructions; operate computer equipment and software applications related to assignment; communicate effectively and establish and maintain effective working relationships with others encountered in the work.
- Knowledge of bonds, loans and other appropriate debt instruments and able to maintain relationships with the bond/debt advisors and rating agencies.
- Limited knowledge of pension programs and investments.
- Project/Program management experience. Proven ability to design and execute a project plan. Ability to coordinate the efforts of project teams that include staff from various Authority divisions/departments, work cooperatively and get results in a timely manner.
- Excellent oral and written communication skills including English usage, spelling, grammar, technical report writing, persuasive and expository writing and training materials. Ability to multi-task, prioritize, and works well with all personality types.
- Knowledge of modern business processes; computer equipment and software applications related to assignment, specifically Microsoft Office, and especially Microsoft Excel and PowerPoint; appropriate safety precautions, procedures, practices and regulations; experienced and proficient user of complex financial and accounting software
- Or combination of education and professional experience as described above.

GENERAL REQUIREMENTS:

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION/EXPERIENCE:

- Bachelor's degree in Finance, Accounting or related field.
- Six years of progressively responsible experience in the areas of Finance, Accounting, and/or Internal Controls, to include three years of management responsibility with direct supervision and management of others.
- **Preferred Skills and Experience:**
 - Experience working for a public accounting or internal audit firm is a plus.
 - Three to five years of utility specific work experience.
 - Master's degree in Business, Finance or Accounting

APPLICATIONS:

Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com,

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis as is protected by federal, state or local law.