

**NEW Water  
Job Description**



Salary Wage Range (2019): \$81,723 - \$115,357  
 Hiring Wage Range (2019): \$81,723 - \$96,075

SECTION 1 ..... DEMOGRAPHIC INFORMATION			
<b>Job Title</b>	Accounting Manager	<b>Division</b>	Business Services
<b>Department</b>	Accounting	<b>Reports To (Job Title)</b>	Director of Business Services
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Pay Grade</b>	13	<b>Exempt/Non-exempt</b>	Exempt
<b>Adoption Date (original job description date)</b>	May 3, 2010	<b>Last Revision Date</b>	November 1, 2018
<b>Approved By (generally same as "Reports To")</b>	Executive Director	<b>Human Resources Approval Date</b>	November 1, 2018
<b>Director Approved By (Job Title)</b>	Executive Director		

SECTION 2 ..... JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team and Environment, the Accounting Manager provides administrative direction oversight of NEW Water accounting and purchasing systems. The position coordinates the development and implementation of accounting activities, policies and procedures and all financial aspects of NEW Water. Responsible for all accounting functions including financial statement preparation and analysis, management of financial reserves, cost accounting, accounts payable, accounts receivable, year-end forecasts, financing of capital projects, annual budget development, monthly financial reporting, fixed asset database, general ledger and various accounting software.</p> <p>Provides technical expertise and assistance to NEW Water Management in fiscal matters. Works closely with all departments in aligning the Accounting Department to organizational objectives and NEW Water long-term strategies.</p>

SECTION 3..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
<b>Key Area: Financial Reporting</b>	<b>40% of job</b>
Responsible for all accounting functions including financial statement preparation and analysis, cost accounting, payroll files submission to financial institution, accounts payable, accounts receivable, budget development and monthly revenue and expenditure reporting, bank transfers and investment reconciliations and various accounting software.	Daily/Weekly
Oversees financial aspects of the fixed asset database and general ledger.	Weekly
Coordinates the debt service functions including the WDNR Clean Water Fund Loan Program. Reports on financial status, budget updates, forecasting year-end results, and financing of projects. Prepares financial planning modeling (cash flow projections) scenarios.	Weekly
Assists the Information Technology (IT) Department in the management of information technology to support financial reporting.	Monthly/ As needed
Coordinates the annual audit of the financial statements, fixed assets, stockroom inventory and Procter and Gamble 13 <sup>th</sup> Invoice/Settlement.	Annually
Ensures compliance with all Generally Accepted Accounting Principles.	Daily
Assists in the development and enforcement of internal controls to safeguard NEW Water assets.	Daily
Responsible for maintaining proper accounts and accuracies of accounts with financial institutions.	Daily
Responsible for all financial activities of NEW Water and the proper controls of such activities.	Daily
<b>Key Area: Financial Planning and Implementation</b>	<b>30% of job</b>
Manages the preparation of the annual budget by developing schedules for receipt of departmental expenses and revenue projections, allocating budgeted operating, capital, and debt costs between customers pursuant to legal	Monthly

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contracts and NEW Water policies.	
Works directly with management in establishing budget expenses, budgeting processes, budget reviews, levels of cash reserves, and rates charged to customers.	Monthly
<b>Key Area: Purchasing</b>	<b>10% of job</b>
Oversees the purchasing of direct materials, equipment, supplies and services, and analyzes and reviews the disbursements of all additions to inventory.	Monthly
Supervises the systematic inventory and purchasing controls and implements policies/procedures.	Weekly/Monthly
<b>Key Area: Management/Supervisory Responsibilities</b>	<b>20% of job</b>
Plans, organizes, directs, and monitors the daily operations of the Accounting Department.	Daily/Weekly
Performs human resources functions which include but are not limited to staffing, interviewing and selecting new employees, promotions, staff training and development, job description maintenance, coaching and performance management, compensation changes, employee recognition, resolution of employee concerns/conflicts, and disciplinary actions.	Weekly/As needed
Develops and recommends operating capital budgets and controls expenditures within approved budget objectives for the Accounting Department.	Monthly/Annually
Maintains transparent communication through department meetings, one-on-one meetings, appropriate email, and regular interpersonal communication.	Daily
Promotes and supports a workplace culture of Safety, Respect, Team, and Environment that is consistent with NEW Water's mission, vision and strategic plan.	Daily
Ensures all staff adhere to organization wide and department specific policies and procedures that include but are not limited to regulatory, health, and safety requirements.	Daily
Collaborates with directors, management team, and staff in the development of divisional, departmental and individual employee goals, ensuring alignment with NEW Water's Strategic Plan.	Monthly
Ensures that personal actions, and the actions of employees supervised, comply with the policies, regulations and laws applicable to NEW Water's business.	Daily
Provides organizational leadership as a member of the NEW Water Management Team.	Weekly
Maintain daily departmental business operations, procurement, scheduling, etc.	<b>Daily</b>
<b>Other:</b>	
Perform other job related duties as assigned.	Weekly
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Weekly
Follow organizational policies and procedures.	Daily

SECTION 4 ..... EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Accounting or Financial Management
<b>Additional Information Regarding the Required Education:</b>	Certified Public Accountant License or equivalent license preferred.

SECTION 5 ..... EXPERIENCE REQUIRED	
<b>Years of Experience</b>	8 - 9 years
<b>Other Specific Experience Required or Preferred</b>	Experience with financial audits, Microsoft packages and Dynamics SL, IBM Maximo is preferred. Two years supervisory experience preferred. An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	

Preferred Certification/Licensure
Certified Public Accountant License or equivalent license.

SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Knowledge of principles and practices of Generally Accepted Accounting Principles (GAAP). Auditing and Inventory Experiences. Extensive knowledge of modern principles of public financial management, administration, budgeting, and accounting. Working knowledge of the rules and regulations governing local governmental financial management in Wisconsin.</p> <p>Extensive knowledge of computer equipment and related accounting, purchasing, and inventory software.</p>

SECTION 8 ..... SOFTWARE / TECHNOLOGY UTILIZED
<p>Microsoft Outlook, Word, Excel, SharePoint, IBM Maximo, Forecaster, Dynamics, Crystal Reports, ExecuTime (Time and Attendance) Fixed Assets Database. Technology: Desktop computer, laptop, iPad.</p>

SECTION 9 ..... EQUIPMENT / MACHINERY UTILIZED
<p>Computer related equipment, adding machines/calculators.</p>

SECTION 10 ..... JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
<b>Job Centered / Work Unit:</b> Decisions made are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
<b>Department-Wide:</b> Decisions made may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<b>X</b>
<b>Multiple Departments:</b> Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
<b>Entire Organization:</b> Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 ..... JUDGMENTS / DECISION-MAKING EXAMPLES		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Review and monitor checking account transactions, identify irregular transactions and seek clarity or corrective action with the financial institution.	Director of Business Services	Weekly
Review department/division proposed budget expenses against inputted expense from Forecaster. Review data for uniformity between the two sources. Identify departmental account values that do not reconcile, locate source of problem and resolve with affect department	Department Managers and/or Directors	Monthly
Review parameter unit rates generated from budget model, identify any significant increases/decreases. Seek to understand Cost of Services reasons for the changes. Accept results if validated or correct and re-run for adjusted parameter rates.	Director of Business Services Executive Director	Monthly
Manage NEW Water financial reserves at appropriate funding levels. Ensure adequate funds are collected through the annual rate process, recommend and initiate reserve transfers to offset unanticipated annual expenses.	Director of Business Services	Weekly

SECTION 12..... PROBLEM SOLVING	
Example of Problem (3-5 examples)	Resources Used
Fixed assets database reconciliation	Work with staff to reconciled fixed assets additions, disposal and transfers.
Cost of Service updating for new significant plant investment and O&M expenses.	Conform to sewer service agreements with P&G and FRF. Contract with consultant and engage engineering staff for correct assignment of asset cost for accurate unit rates.
Budget model updating. Model does not generate correct unit rates.	Close work with the consultant that created the budget model. Extensive knowledge of budget model program.
A customer raises a concern regarding the accuracy of their wastewater treatment service invoice. Key staff members meet with the customer to fully understand their concern and the duration of the potential concern. Issue appropriate correction, if needed.	NEW Water Billing Committee for source of wastewater data. Review of agreements for special agreement conditions.

SECTION 13 ..... WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Commission	Provide Financial Reporting	Monthly
Executive Director and Director of Business Services	Provide Monthly Financial Reporting and Reserves Updates.	Weekly/Monthly
Executive Staff	Provide General Account Funding and Receivable Update.	Monthly
Management Staff	Provide upcoming financial events and reporting. (Ex. Financial Audit, Fixed Assets Inventory, Stockroom Inventory, Budgeting, etc.) Update on process and improvement procedures.	Weekly/Monthly
Director of Business Services	Direct report, 1:1 meetings, Open projects and challenges.	Daily
Accounting and Purchasing Staff	1:1 Meetings, departmental support and assistance-	Daily
Management And Supervisor Team Members	Assisting on the regular basis with accounting statements and reconciliation, process improvements, general ledger account detail, budgeting, Forecasting expenses for year-end results.	Weekly/Monthly and As needed
Technical Services Division	Lead monthly departmental meeting with Engineering on Capital Projects.	Monthly and as needed
All GBMSD Employees	Provide financial reporting assistance and new employee orientation.	Monthly/As needed
Consultants	Working on with open projects tasks, coordinate project activities, facilitate information transfer and expedite decision making.	As needed
District Customer	Provide financial statement and reporting	As needed
Department of Natural Resources (DNR)	Provides assistance on Clean Water Fund Loans request and package sent for financial reimbursement.	Biweekly

SECTION 14 ..... SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	X	<input type="checkbox"/>	<input type="checkbox"/>

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Hire / Promote Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare Work Schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
1	Buyer
1	Accounting Specialist
1	Accountant - Temporary Personnel as needed
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title

**SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

Refer to Ergo Factor Job Analysis for this position for details.

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**SECTION 16 .....ADDITIONAL COMMENTS**

**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

**JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.**