



STAFFORD COUNTY
Department of Human Resources
Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
PUBLIC WORKS - BUDGET & FINANCE MANAGER 02716**

An Equal Opportunity Employer

SALARY

\$34.37 - \$58.42 Hourly \$71,489.60 - \$121,513.60 Annually

OPEN DATE: 08/19/19

CLOSING: 08/19/19

THE POSITION

Performs difficult professional and responsible administrative work assisting the Director of Public Works in managing and coordinating financing for current and future needs of the Public Works Budget, the Utilities Enterprise Fund, and the Transportation Fund. Oversees the financial functions of the Department of Public Works including but not limited to Utilities Billing, Securities, Purchase Orders, Budget Transfers, and Operations and Capital Accounts. Work is performed under the general supervision of the Assistant Director of Public Works.

EXAMPLES OF DUTIES

Assists with the development, planning, and management of the Utilities Enterprise Fund capital and strategic master plan; developing and maintaining a comprehensive financial model that incorporates master plan projections; developing policies for the use of the Utilities Enterprise Fund revenue funding streams; preparing and maintaining financial records, statements and files.

Coordinates, with the Finance Department, in the tracking and reporting of fees and developer contributions relative to the master plan;

Researches, analyzes, and assists in development of the utility rate and fee structures;

Oversees utility billing functions in conjunction with Utilities Customer Service and Billing Manager;

Develops reports to track income and expenditures in the Transportation fund, oversees reimbursement requests from the Virginia Department of Transportation and works closely with the Director of Public Works in the planning of projects to determine adequate funding;

Identifies alternative funding sources for transportation projects;

Oversees Developer Securities; oversees information provided to developers, builders, engineers, mortgage companies, banks, and citizens relating to performance agreements and security policies and procedures;

Oversees security files and records; securities release and reduction requests, expiration dates; developer and builder files and records;

Oversees performance agreements for accuracy and completeness;

Notifies appropriate departments when performance agreements and securities are complete;

Oversees and maintains default files;

Coordinates project status reports;

Identifies and compiles operational, maintenance, and capital improvement related costs for Department;

Oversees Financial operations, purchases, and budget transfers for Department; supports

financial and budget needs and functions of Utility Operations, Development Services, and Capital Construction;
Determines cost of services;
Researches and identifies sources of revenue;
Determines short- and long-term cash flow requirements relative to capital planning;
Coordinates short- and long-term capital planning cash flow needs with the County Treasurer;
Recommends debt service needs to the Finance Department; and
Performs related tasks as required.

TYPICAL QUALIFICATIONS

Thorough knowledge of governmental accounting principles, procedures, and processes at the local government level; working knowledge of Generally Accepted Accounting Principles (GAAP) and of Governmental Accounting Standards Board (GASB) regulations as they relate to capital and strategic planning; thorough knowledge of automated accounting systems; knowledge of modern office practices, procedures, and equipment; ability to prepare statistical schedules and reports; thorough knowledge of PC computers and spreadsheet programs; ability to express ideas clearly, both orally and in writing; ability to establish and maintain effective working relationships with coworkers, subordinates, County officials, outside resource individuals, and the general public.

SUPPLEMENTAL INFORMATION Graduation from an accredited college or university with major course work in public administration, finance or similar field, and considerable exposure to local government finance, especially as it is related to enterprise funds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02716
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