



Position Announcement

Position: Budget & Financial Planning Manager

Date Officially Opened: 08/24/2020

Annual Salary Range: \$92,405 to \$114,582 (DOQ) **Direct**

(Full Salary Range to \$136,760)

Supervisor: Chief Financial Officer

Department: Business Services

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Performs supervisory duties for budget and finance activities within the District. Responsible for developing and maintain/monitoring a comprehensive financial plan, including annual operating budgets, multi-year capital improvement plans/annual capital budgets and long-range financial forecast.

Typical/Essential Duties:

- 1) Direct formulation of District's annual operating budget, multi-year capital budget and long range financial forecast. Provides assistance to departments in determining budget and rate understanding. Develop budgeting work plans, calendar, forms, and processes. Compose written executive and descriptive narratives/schedules and provide briefings to Executive team and Board of Directors.
- 2) Monitors the flow of cash receipts and disbursements to meet budgetary and financing needs. Develop long-term revenue and expense forecasts. Oversee detailed cost of service studies and maintain current cash flow models. Evaluate and make recommendations for rate/fee adjustments.
- 3) Prepares policies and procedures by identifying the need to ensure compliance with required legal disclosures, financing documents and organizational goals.
- 4) Provide formal monthly and quarterly budget/performance reporting for all District operations. Approve budget transfers. Provide budget impact of capital expenditures on operating revenues/expenditures.
- 5) Assists in overseeing accounting and finance activities of the Lake Ralph Hall Project to ensure compliance with generally accepted accounting principles with regard to financial reporting, records management and legal IRS disclosures.
- 6) Completes special projects by preparing reports and summarizing and preparing special analysis as needed by the Chief Financial Officer and other Executive Staff.

Knowledge, Skills and Abilities:

Required knowledge is normally obtained through the completion of four years of college resulting in a Bachelor's degree in Accounting, Finance, Business Administration or related field. A Master's Degree in Business Administration or Finance is preferred and may count toward one (1) year of professional experience. Five (5) years professional experience in finance, budget, accounting or related field in a governmental agency is required. At least two (2) years of managerial experience preferred. Certified Public Accountant and/or Certified Government Finance Officer preferred. Work requires the ability to read professional publications, memos, correspondence and regulatory literature. Work requires the ability to make calculations in and analysis of financial and investment reports, studies and budget. Management skills required including the ability to hold others self-accountable, to make difficult decisions when necessary, to focus on results, to analyze data, and to plan, develop, and implement formal work plans. Knowledge of basic managing strategies and project coordination. Must have excellent oral and written communication skills, with the ability to effectively communicate with staff and Board of Directors along with handling challenges and adversity. Must have problem-solving abilities, organizational skills and excellent presentation skills. Knowledge of general business and accounting principles and practices.

Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

Position is considered "Open until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.