

Manager of Finance and Compliance – Northeast Ohio Regional Sewer District

Cleveland, OH

JOB SUMMARY

Maximizes the District's financial resources through fiscal responsibility and good stewardship of public funds, under the supervision of the Chief Financial Officer. Assists in defining strategies for improving the application of District resources and for the establishment of policies and procedures. Manages the implementation of the COSO Framework for Internal Control. Oversees specific Finance Department functions and their staff including budgeting, financial analysis, and reporting. Interfaces with other District personnel as well as the general public, agencies, and corporations as required to perform essential functions. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

- Serve as a key contributor in the evaluation and oversight of the District's finance-related management projects (rate studies, annual budget, annual indirect cost allocation plan, debt management, internal and external audits, and long-term projections). Work closely with the CFO and internal as well as external key stakeholders. Provide information and analysis to proactively identify trends and resource requirements.
- Collaborates with management to define short- and long-term District Financial objectives, strategy, and priorities for optimal use of resources. Develops strategy to integrate long- and short-term planning processes into a comprehensive system through the optimization of existing technology.
- Coordinates the District's annual budget and long-term forecasting process by managing Finance staff to ensure accurate information is provided in a timely manner. Serves on the budget review committee to advise senior management on major resource allocation decisions. Recommends and implements improvements to the budgeting process. Oversees ongoing analysis and periodic reporting of budget variances to Budget Center Heads. Recommends and implements methods to more accurately forecast major expense categories.
- Under the direction of the Chief Financial Officer, manages the development and execution of activities related to the District's implementation of COSO Framework for the Finance department and related financial processes. Collaborates with other managers to develop the strategy and implementation of systems and/or processes to demonstrate and report on policy compliance. This also includes quarterly review of progress and reporting to the Internal and External Audit committee members.
- Continuously monitors the financial control environment and improves operations through risk management, controls, and policies. Provides internal controls related

knowledge and guidance to Finance and other departments by identifying opportunities to strengthen controls. Justifies recommendations with cost/benefit analysis.

- Ensures timely review and update of significant financial policies and procedures. Observes, analyzes, and communicates findings to management and recommends sound solutions. Works collaboratively with department management to identify and remediate deficiencies.
- Develops structure in budget process to align budget requests with COSO objectives to aid senior management's resource allocation decisions.
- Works with Internal Audit to establish a risk and controls matrix along with ensuring that controls are embedded in the normal day-to-day processes.
- Advises system implementation and upgrade teams to ensure that the systems employ proper internal controls and are compliant with District policies.
- Assists with the preparation of SOPs (Standard Operating Procedures) for the Oracle EBS system and other related programs.
- Implements education and training to ensure employees have adequate awareness and understanding of internal control standards.
- Collaborates cross-functionally on operational issues. Functions as a liaison between Finance and other District Budget Center Heads.
- Participates in the selection and promotion of staff. Assists with setting performance goals and holds staff accountable for achieving those goals. Assigns and reviews work of Analysts and other professional staff.
- Interprets and applies rules, laws and agreements to ensure compliance and quality of work.
- Identifies and recommends solutions on costs, damages, disputes and questions of policy or procedure. Solves problems related to accounting, finance, or compliance with regulations (GAAP).
- Keeps abreast of developments in the field of finance and compliance. Advises management of current practices, regulatory/policy changes, and future developments.
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

- Candidate must possess a Bachelor's degree, preferably in Business Administration, Accounting, Finance, or a closely related field. Master's degree in Business Administration, or a closely related field is preferred.

EXPERIENCE

- Candidate must possess seven (7) years of progressively responsible professional accounting or finance experience, including at least three (3) years of overall financial statement and/or budget preparation. Experience with governance, risk and compliance software programs is preferred.

- Experience must include five (5) years of in supervising, managing, and/or leading people, projects, and/or processes.

OTHER REQUIREMENTS

LICENSURE AND CERTIFICATIONS

- Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.
- Possession of Certified Public Accountant (CPA) and licensure to practice in the State of Ohio is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Candidate must possess knowledge of internal controls (COSO / Sarbanes Oxley); professional accounting methodology and procedures including financial statements, budget preparations, and other related documentation; and demonstrated experience with advanced systems (i.e. Oracle Financials) with the ability to learn quickly.
- Candidate must be a strategic thinker with strong leadership skills; able to critically analyze data and express conclusions clearly and logically; and develop short and long-term goals. Candidate must possess strong decision-making, project management, time management, and excellent written, verbal, and interpersonal communication skills.
- Candidate must possess the ability to make sound decisions and lead staff and processes utilizing strong organizational skills; proactive with the demonstrated ability to predict outcomes and set goals, and the ability to deal with ambiguity and change.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.

NEORSD, an Equal Opportunity Employer

The Northeast Ohio Regional Sewer District is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

Our Employee Benefits & Wellness Programs

We offer a comprehensive employee benefits package including: Health Insurance

Coverage, Various Retirement Planning Options (Ohio Public Employee Retirement System and Deferred Compensation Plans), Group and Voluntary Life Insurance, Flexible Spending Accounts, Employee Assistance Program, Tuition Assistance Program, Free Parking at our facilities, Corporate Discounts, and More! We also have a very active Health & Wellness Program that promotes a life/work balance.

Apply via: <https://neorsd.taleo.net/careersection/ex/jobdetail.ftl?job=10847&tz=GMT-04%3A00>