



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

DIRECTOR OF FINANCE (WATER POLLUTION CONTROL AUTHORITY)

Salary: \$83,569.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than Wednesday, May 27, 2015.

General Statement of Duties/Assignments:

Prepare annual operating budget including user rate calculations. Update the Capital Improvement Program (CIP) budget in conjunction with operating personnel and outside engineering advisors. New operating and CIP budgets shall be presented to the Board of Directors and Common Council, in accordance with the provisions of the City's sewer ordinance. In addition, the Director shall monitor actual expenditures and prepare monthly comparison reports of actual expenditures to budget.

Supervise accounting staff who maintain the WPCA's general ledger accounting system. Ensure that all financial transactions are recorded on a monthly basis. Account for all fixed assets, capital spending and related depreciation, and construction projects.

Prepare monthly financial statements based on monthly reports provided by the City Comptroller's Office and the WPCA's own general ledger system. In addition, a set of annual financial statements shall be compiled and audited by an independent certified public accounting firm. All financial statements will be presented by the Director at regularly scheduled meetings of the Board of Directors. The Director will take a lead role in facilitating the timely completion of the annual audit with the outside accounting firm.

Coordinate the modification and upgrade of all WPCA financial information systems; which include customer billing. Identify hardware/software needs and initiate the purchase of hardware/software as needed.

The Director shall be responsible for overseeing customer service policies as related to billing and collection functions. In conjunction with the General Manager, the Director shall establish customer service policies and procedures for billing and collecting user fees from all customers of the wastewater system. The Director shall make efforts to collect all overdue/delinquent accounts, with assistance from the City Attorney's office.

Coordinate and track all purchases made by the WPCA. Ensure that all purchases are made in accordance with City policies and procedures. Review and approve all invoices prior to vendor payment.

The Director shall interface with State personnel on all issues related to bond and grant financing of wastewater system capital improvements. Establish and maintain the appropriate financial records and reports that may be required to comply with applicable regulations of the State of Connecticut.

The Director shall assist the General Manger in completing ad-hoc special projects on an as needed basis.

Minimum qualification and skill requirements:

- Bachelors degree in public administration or management, business administration, economics, accounting, finance or other appropriate field, or an equivalent combination of education and experience and shall be knowledgeable concerning all aspects of municipal finances and financial management systems, operations and procedures.
- A Masters Degree in Public Administration, Business. Administration, Accounting, Finance or a related field is preferred; thorough knowledge of governmental accounting and budgeting procedures and practices; thorough knowledge of municipal financial management principles and practices; ability to analyze complex financial data and apply such information to municipal financial problems; ability to prepare financial reports; and thorough ability in oral and written communications.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103