

**Job Title:** Director of Finance

**Job Status:** Full-Time

**Department:** Finance

**Job Grade:** 612

**Reports To:** Chief Financial Officer

**Work Setting:** On-Site

**Pay Status:** Exempt

**Date Created/Updated:** 7/11/2024

**Location:** Main Office

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### Position Summary

The Director of Finance will work together with the CFO and primarily be responsible for leading, setting strategic direction, and refining New Braunfels Utilities' (NBU) financial functions, which consists of the Finance, Accounting, Budgeting, and Business Risk departments. The Director will serve as an Investment Officer, have responsibility for receipt and disbursement of all funds, financial and budgetary planning and reporting, debt and liquidity needs, and guiding NBU's risk tolerance for the organization as a whole.

The Director of Finance must possess initiative, leadership skills, and produce professional outcomes. The Director must be able to effectively manage and engage staff in order to set strategic goals to accomplish the mission and goals of NBU.

The successful candidate must show strong leadership and interpersonal skills, understand and implement principals of change management and be confident and exhibit an open management style with organizational leaders, all stakeholders and staff.

The successful candidate must also exhibit a high level of integrity and be committed to always doing what is right for NBU.

This position will cross-collaborate with the Director of Finance on a regular basis to synchronize the CFO line of business.

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### Essential Duties & Responsibilities

Strategic Focus:

- Prioritize the overall needs of the organization and customers from a fiscal perspective and link them to NBU's strategic plan. Systematically plan monetary requirements and implement new instruments as needed. Set strategic direction on risk tolerance for the organization as a whole and put mitigation measures in place to protect NBU. Utilize critical decision-making including the ability to process relevant information and committing to a definitive course of action. Manage finance transformation in a fiscally responsible manner. Seek alternative financing measures as needed. As NBU grows, thoughtfully build out Business Risk, ERM, and Budget departments. Protect NBU through prudent financial controls and policies. When needed, be strong in conviction and commitment in order to safeguard NBU. Seek out personal and professional growth opportunities.

Management/Supervision Responsibilities:

- Supervise the Accounting, Business Risk, Budgeting, and Finance departments. Provide cohesive direction, leadership, guidance, counseling, and mentoring to those managers and staff.
- Encourage employee engagement by building strong trusting relationships and implementing company initiatives around the employee experience.

- Create motivational goals with direct reports and staff.
- Monitor and evaluate the performance of direct reports and personnel to ensure that established NBU procedures and policies are enforced, achievements are recognized, performance standards are met, and professional growth opportunities are made available.
- Identify and offer training opportunities for staff to create an engaged and knowledgeable workforce and foster continuous growth and development.
- Effectively communicate, both up and down the organization in order to create a fully functional team.
- Ability to create and present professional communications in verbal, visual, and written format for both internal and external use.
- Ability to manage challenges and conflicts yielding a productive and wholesome work environment.

#### Essential Duties:

- Review all documents, reports and policies generated from the areas of Accounting, Business Risk, Budgeting, and Finance.
- Establish accurate accounting methods and reporting in accordance with GASB standards.
- Oversee the audit process and work with outside auditors.
- Oversee and work to continuously improve the budget process, including forecasting longterm financial needs.
- Collaborate with leadership across the organization to create continuity in financial forecasting methods (revenue, cashflow, etc.)
- Facilitate and oversee Enterprise Risk Management (ERM) program, including attending workshops with each department at NBU to discuss and gather risk information.
- Assist in development of NBU's risk tolerance in areas of Enterprise Risk Management and claims management.
- Review reports and presentations for ERM Steering Committee and Board on ERM program status and risk identification/mitigation.
- Serve as member of Enterprise Risk Steering Committee.
- Review insurance coverage, including deductibles and limits, on an annual basis and make recommendations for adjustments (if necessary).
- Manage all claims by and against NBU, assisting in claims investigations and making resolution decisions in disputed claims as necessary.
- Review reports on status of all claims to CFO, Legal team, and Safety on a monthly basis (and more often if needed).
- Oversee P-Card Administration program at NBU, including recommending program improvements and working with other departments to streamline processes.
- Report out and make improvements based on P-Card audit results.
- Coordinate with Texas Department of Emergency Management (TDEM) and Federal Emergency Management Agency (FEMA) on natural disaster project submissions for reimbursement.
- Maintain cash flow and ensure proper investment of public funds.
- Create systems for and provide oversight of investment policies and act as an Investment Officer for NBU.
- Collaborate with the City to issue debt, produce and maintain accurate debt records.
- Monitor all treasury functions.
- Prepare and present financial analysis as needed.
- Actively participate in appropriate professional organizations to maintain awareness of best practices in all areas of responsibility.
- Excellent communication skills for providing guidance and support to organizational leaders and staff.
- Ensure compliance with Federal, State, and local legal requirements by researching existing and new legislation.
- Establish internal controls to safeguard NBU.
- Complete additional tasks or special projects as required.

**General Responsibilities:**

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable.
- Adhere to NBU safety guidelines and practices at all times and in all situations.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Develop and maintain effective customer service skills for communications with co-workers, customers and the public in general.
- Adhere to NBU policies and procedures and exemplify NBU's Core Values.
- Participate in and support initiatives to reach NBU's Strategic Goals.

**Formal Education and Work Experience Requirements**

Degree/Diploma Obtained: Bachelors

Field of Study: Business/Finance or Related Degree

Work Experience Time Frame: Five Years or More

Other: [Click or tap here to enter text.](#)

**Certification and Licensures Requirements**

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**Other Minimum Qualifications**

- Master's Degree and/or CPA a plus but not required.
- Sincere relationship trust skills with direct reports.
- Strong analytical skills.
- Highly skilled in math and finance.

**Knowledge of Computer Software**

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other Software Knowledge**

[Click or tap here to enter text.](#)

**Experience with Machines, Tools, Equipment and Other Work Aids**

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**Physical Demands**

- Standing:** Occasionally
- Making Presentations

- Observing Work Sites
- Observing Work Duties

Communication with Co-Workers

**Fine Dexterity:** Frequently

Computer Keyboard

Telephone Keypad

Calculator

Calibrating Equipment

**Walking:** Occasionally

To Other Departments/Office/Office Equipment

Around Worksite

**Lifting:** Occasionally

Supplies

Equipment

Files

**Carrying:** Occasionally

Supplies

Equipment

Files

**Sitting:** Frequently

Desk Work

Meetings

Driving

**Reaching:** Occasionally

For Supplies

For Files

**Handling:** Frequently

Paperwork

Monies

**Kneeling:** Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Occasionally

File Drawers

Equipment

Table and Chairs

Hose

**Climbing:** Rarely

**Other:** [Click or tap here to enter text.](#)

Stairs

Ladder

Step Stool

Onto Equipment

**Vision:** Constantly

Reading

Computer Screen

Driving

Observing Worksite

**Foot Controls:** Never

Driving

Operating Heavy Equipment

Dictaphone

**Balancing:** Rarely

On Ladder

On Equipment

On Step Stool

**Bending:** Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

Making Repairs

**Crouching:** Rarely

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

**Crawling:** Rarely

Under Equipment

Inside Attics/Pipes/Ditches

**Hearing:** Frequently

Communication Via Telephone/Radio/To Co-Workers/Public

Listening to Equipment

**Twisting:** Occasionally

From Computer to Telephone

Getting Inside Vehicle

**Talking:** Frequently

Communication Via Telephone/Radio/To-Co-Workers/Public

## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Office Environment

**Other:** Click or tap here to enter text.

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## Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

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## Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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## Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date