

COMPTROLLER
(WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board (the "Water Board"), and involves responsibility for the day-to-day management of the financial operations of the water system. Working under policies and guidelines established by the Water Board, the Comptroller, in conjunction with the Department Heads and staff of the Water Board, has the responsibility to manage all financial activities relating to the operations and construction activity within the system. A primary goal of the Water Board is to operate the system in a business-like manner, emphasizing the quality of customer service and efficiency in delivering service. The Comptroller serves at the pleasure of the Water Board. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prior to the beginning of each fiscal year, prepares annual financial goals and objectives, in conjunction with the Executive Director, for review by the Water Board regarding the anticipated financial performance of the water system;
- Provides periodic reports to the Water Board concerning the progress toward achieving the financial goals and objectives, approved by the Water Board;
- Works with the Executive Director to prepare a proposed capital and operating budget for consideration by the Water Board, in advance of each fiscal year;
- Works with the Water Board to review and finalize the budget and necessary rates and charges for the year;
- Uses appropriate judgement in determining which financial matters affecting the Water Board should be brought to the Board's attention, versus issues that can be resolved by the Chief Financial Officer, the Executive Director or other Water Board personnel;
- Establishes clear lines of authority and decision-making within the Accounting Department, so that personnel understand the types of decisions that can be made without authorization of the Executive Director, the Comptroller or the Water Board, versus circumstances where approvals are required;
- Establishes and updates appropriate internal controls to protect the interests of the Water Board and the Upper Mohawk Valley Water Finance Authority (the "Authority") at all times;
- Ensures that the Water Board and the Authority remain in compliance with the Act, the Financing Agreement, the Bond Resolution and all other laws and relevant agreements;
- Stays up-to-date on emerging financing, accounting or other financial and management issues affecting the water industry through contact with trade associations, regulatory agencies and other utilities;
- Provides reports to the Water Board on matters of significance;
- Monitors potential alternate sources of financing for capital improvements or operating expenses, including grants or low-interest loans;

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- Advises the Water Board and Authority on such financing matters, and prepares applications and performs other actions necessary to pursue such alternate financing when it is in the best interests of the Water Board;
- The Comptroller may be called upon to serve as a liaison between the Water Board, the Authority and any regulatory body having jurisdiction over the issuance of debt by the Authority;
- Responsible for establishing and maintaining the books and records of the Authority and the Water Board, so that appropriate trails are maintained and sufficient documentation exists for all receipts and disbursements of the Authority and the Water Board;
- Establishes and maintains appropriate policies concerning records retention and archives;
- Prepares the records of the Authority and the Water Board for audit by an independent accounting firm;
- Maintains a good working relationship with the independent accountants, and promptly advises the Authority and Water Board of comments and/or suggestions made by the accounting firm;
- Establishes and updates the accounting policies and procedures of the Authority and Water Board, with the assistance of the independent accounting firm;
- Presents the policies the procedures to the Authority and the Water Board for review;
- Establishes and updates the procurement policies and procedures of the Authority and Water Board, and presents to each for review;
- Responsible for managing the fiscal position of the Authority and Water Board at all times;
- Provides a monthly report to the Authority and Water Board regarding the cash flow position of the water system, the adequacy of revenues, budgeted versus actual cash collections and disbursements, and other matters of significance;
- Works with the Authority, its financial advisor and its underwriters in planning for, and executing the sale of, bonds to finance capital improvements to the water system;
- Prepares Request for Proposal for financial consultants, advisors and underwriters, as directed by the Authority and/or Water Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of current principles and practices of accounting, budgeting, and financial management, and the ability to apply these in performance of duties; thorough knowledge of local, State and Federal laws and regulations which affect Water Board operations; ability to plan and direct the work of others, and accept responsibility for their performance; ability to prepare accurate financial reports and summaries; ability to carry out complex oral and written instructions; ability to maintain successful working relationships with others; good judgement; dependability.

MINIMUM QUALIFICATIONS: Appointed on the basis of accounting administrative experience and other such qualifications, as the Upper Mohawk Valley Regional Water Board may determine appropriate.