



Grand Rapids Public Utilities
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Grand Rapids, MN 55744
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Job Description **Finance Manager**

Position Title: Finance Manager

Department: Finance

FLSA Status: Exempt

Pay Grade: 7

Date: June 2025

Commission Approve Date: 6/25/2025

Primary Objective of Position

Under limited supervision, the Finance Manager is responsible for overseeing the financial operations of the Utility. This position ensures strong fiscal stewardship, long-term financial planning, and compliance with state and federal regulations. The Finance Manager builds trust with the public through transparent financial practices, leads cross-departmental financial initiatives, and supports strategic decision-making across the organization. The role also promotes ethics, leadership, and collaboration aligned with the principles outlined in the GFOA's Financial Foundations Framework.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Establish and maintain internal controls to ensure timely and accurate records of the Utility's financial systems, including annual audits and quality assurance.
- Develop and present financial reports for decision-making and long-range planning, including monitoring of cash flow, capital and operational budgets.
- Manage investment of Utility funds per Commission policy and state/federal regulations.
- Analyze utility industry financial indicators and organizational performance, recommending corrective actions as needed.
- Provide leadership and financial guidance to other department managers and staff.
- Manage financial components of insurance and risk management.
- Oversee revenue and accounting functions, including general ledger, receivables, payables, payroll, utility billing, and inventory.
- Prepare and reconcile quarterly financial reports, investments, and debt service accounts.

- Assist in cost allocation planning, year-end close, and journal entries.
- Serve as liaison to external auditors and coordinate ACFR preparation.
- Supervise accounting-related positions.
- Support development and implementation of financial policies and procedures.
- Collaborate across departments for budget preparation and financial planning.
- Provide support to internal departments to analyze financial information.
- Promote trust, ethics, and collective decision-making across the organization.
- Communicate complex financial data in an accessible, non-technical manner.
- Serve as the subject matter expert (SME) for general ledger and financial reporting functions within the Utility's financial systems.

Examples of Performance Criteria

- Demonstrates leadership, integrity, and ethical financial stewardship.
- Produces timely, accurate financial reports and complies with reporting standards.
- Develops transparent, data-driven processes for budgeting and resource allocation.
- Promotes open communication, public trust, and collaborative decision-making.
- Applies federal, state, and local financial regulations appropriately.
- Participates in continuing education and GFOA financial training.
- Demonstrates initiative in process improvement and cross-departmental leadership.

Minimum Qualifications

- Bachelor's degree in Accounting or related field.
- Ten (10) years of progressive accounting experience, or equivalent education/experience.
- Five (5) years of leadership experience in a management or supervisory role.
- Strong interpersonal skills with tact, diplomacy, and flexibility.
- High level of integrity and ability to manage confidential information.
- Availability to work regular office hours and occasional evenings/weekends as needed.

Desirable Qualifications

- Experience in electric and water utility financial systems.
- Knowledge of utility billing, ERP systems, and financial software applications.
- Experience with government budgeting, financial forecasting, and ACFR preparation.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation.
- Master's degree in Accounting.

Supervision

- Manager: General Manager
- Supervision of others: Supervises accounting-related positions

Working Conditions

- Work is typically performed in an office environment with occasional off-site meetings or training sessions.
- May require extended periods of sitting or standing.

- Occasional attendance at evening or weekend meetings may be necessary.
- Must be able to meet deadlines under pressure and handle multiple tasks simultaneously.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear.
- Must occasionally move up to 25 pounds.
- Computers and financial software including word processing, database, spreadsheets, and ERP systems
- Calculator, telephone, copier, and other office equipment
- Vision requirements include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work environment is typically moderately quiet.

Conditions of Employment

- Successfully pass a criminal background check
- Serve and complete a six-month probationary period.
- Maintain a valid driver's license.
- Participate in and remain enrolled in applicable compliance or training programs.
- Comply with all organizational and departmental policies and procedures.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the utility and requirements of the job change.

Grand Rapids Public Utilities is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.