



HUMAN RESOURCES DEPARTMENT

City of Burlington

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Financial Controller Burlington Telecom

Posting Extended

POSTING DATE: September 2, 2014

RATE OF PAY: \$77,548 - \$95,518/year DOE

EXEMPT/NON-EXEMPT: Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: November 12, 2014

POSITION STATUS: Limited Service Full Time

CLASSIFICATION GRADE: BT 15

This position is responsible for the overall management of accounting functions and the production of BT's financial results, including the provision of financial data and guidance to operational functions of BT; Financial Management at the City of Burlington, and to BT's Bank. Responsibilities will encompass the monthly closing process and production of actual monthly financial results, vendor and cash flow management and reporting, purchase order control, budgeting and forecasting, day to day banking relationships, management of BT's annual external audit, and best practices, processes and internal controls.

As part of Burlington Telecom's senior management team, this position is responsible for managing all financial functions processes outputs and controls including accounting, information services, billing and collection, accounts payable, cash flow, internal controls, and financial reporting.

Essential Job Functions:

- Responsible for overall performance of Finance function through leading, hiring, training, managing and conducting performance reviews of all Finance staff.
- Under the guidance of the GM, leads the preparation of Burlington Telecom's annual and three year Operational and Financial Plan, by establishing timelines; collecting, consolidating and analyzing financial and operational data; preparing schedules and analysis for review by the BT management team
- Ensures BT remains on course financially with Budgeted objectives by ensuring that the books are closed and reports produced in a timely manner each month and leading the monthly review of performance against operational plan and budget
- Supports management with analysis of all aspects of business operational and financial performance and competitive and market trends
- Ensures that BT consistently manages its cash flow in accordance with its plans, making recommendations and taking actions to ensure that cash flow goals are always met.
- Provides monthly reports of payables and receivables – balances, aging, past due analyses
- Interface with City of Burlington's Accounting Office to ensure complete transparency regular updates, and that BT is following city accounting policies and procedures.
- Ensures timely federal, state and local financial reporting requirements and compliance
- Oversees, manages/maintains financial systems
- Oversees, manages and maintains billing, provisioning and financial reporting data, systems and analysis, using periodic audits to ensure timeliness and accuracy.
- Manages BT's relationship with its external auditors and the annual audit process
- Provides clear framework for financial decisions by establishing and ensuring compliance with "best practice" policies and procedures
- Undertakes ad hoc analyses and projects as required, at the direction of the GM

Qualifications/Basic Job Requirements:

- Bachelor's Degree in finance, accounting, or CPA
- Minimum of 10 years experience working in relevant position(s) preferably including experience working in a small, fast paced (\$5m - \$30m revenues) telecommunications or technology company, with change as a constant, including rapid growth and/or adversity
- Knowledge of telephony, cable tv, and internet industry practices a plus, but not a necessity.
- Cost Accounting/Budgeting/Cash Flow Management/KPI/GL/AP/AR/PR/Report Writers
- Executes tasks effectively and with urgency; embraces challenges with a "whatever it takes" attitude. Hands on, detail oriented, high energy team player, able to make a difference. Frugal but practical in balancing cash management with business requirements
- Advanced working knowledge of MS Windows operating systems and MS Office required. Experience of working with a third party billing system a plus
- Excellent interpersonal skills including the ability to motivate and manage a small team, effective communications up and down the organization, a desire to learn and to teach, and the ability to lead collaborative efforts between departments
- Strong analytical and modeling skills, coupled with an understanding of how figures and data add context to decisions
- Software system implementation and integration experience helpful

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources

Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.