



Budget & Finance Director

General Statement of Duties

Manages, prepares, administers and directs control of the budget, forecast and the month-end accounting close process. Management scope will broaden as business evolves with the growth of departments (i.e. Accounts Payable, Tax, Procurement and Financial System Management).

Develops models to facilitate the budget and forecast process. Coordinates budgets, forecasts, and the month-end close with the senior management team, call centers, remote application support centers, Dallas support units and corporate staff. Maintains Essbase reporting system, including rollup and statistical reporting for Utility LOB. Prepares ad hoc analysis reports to support Utility Services business unit, corporate reporting and client profitability. Monitors performance against budget and forecast. Selects, develops and evaluates team resources to ensure the efficient operation of the function. Coordinates Utility Services efforts on all auditing exercises to include GLBA, SAS 70 and Sarbanes Oxley, as well as, the general financial auditing process both internal and external.

Establishes operational objectives and work plans, and coordinates timetables with call centers, remote application support centers, support groups and Corporate. Works on issues where analysis of situations or data requires an in-depth knowledge of organizational objectives. Regularly interacts with senior management, remote application support centers, call centers and corporate staff on matters concerning the business unit's financial performance and/or control activities. Balance requirements of LOB and corporate. Requires the ability to change the thinking of, or gain acceptance from, others in sensitive situations without damage to the relationship.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of auditing processes with emphasis on Sarbanes compliance.
- Knowledge of current financial and accounting regulations and laws.
- Knowledge of strategic planning.
- Knowledge of MS Dynamics and/or PeopleSoft
- Excellent presentation and negotiation skills.
- Excellent verbal and written communication skills.
- Ability to interact diplomatically with a variety of individuals on all levels.
- Ability to forecast and provide financial recommendations.
- Ability to provide problem resolutions at both strategic and functional levels.
- Ability to understand financial information systems and databases, and provide financial reporting and analysis.



Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration or equivalent education and experience.
- Seven years overall experience in managing the monthly accounting close/forecast process.
- Five years experience in managing accounting personnel is preferred.
- Sarbanes experience is preferred.
- CPA certification is desirable but not mandatory.