

## COMMUNICATIONS REVENUE, FINANCE, AND COMPLIANCE MANAGER

### PURPOSE AND NATURE OF WORK

Through subordinate staff, this position is responsible for developing, monitoring and reporting on financial indicators; evaluating operation costs, costs of goods/services sold, and product margins; forecasting cash flow requirements and assessing the impact of these on LUS Fiber's finances; researching, identifying and performing regulatory and grant compliance measures; performing analyses and projections to establish wholesale/enterprise, business, and retail rates to be charged for the services; and performing contract negotiations. This position is also responsible for developing and overseeing the LUS Fiber operating budget. The position also works closely with the Accounting Department to develop standard financial reports for LUS Fiber and provide support for annual audits. Incumbent works under the general direction of the LUS Fiber Director, has supervisory responsibility for a staff of business aides and analysts, and bears responsibility for the output of the division supervised.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Leads, oversees and participates in work of aides and analysts, and performs supervisory and administrative personnel duties.

Attends meetings of the City and/or Parish Council (as required) and presents explanations and answers questions; reviews proposed Ordinances, Budget Revisions and Fiscal Notes prior to submission to the Council. Determines whether revisions require Ordinances.

Leads and participates in analyses of costs of providing services, project effects of different rate structures into future, recommends rates to be charged. Negotiates and administers service contracts, interconnect agreements, and joint use agreements.

Monitors funds, performs financial analyses with the objective of determining need for adjustments in income and/or expenses. Prepare projections of effects of changes made. Oversees, participates in, troubleshoots, and ensures accuracy of the following: forecasting of revenues for short or long term, compilation of reports of recommendations and findings of revenue collections that are projected to be either over-budgeted or under-budgeted, preparation of adjustments to estimated revenues.

Analyzes monthly financial statements, develops indicators, and evaluates operations by comparison of results with budget projections and performance indicators. Forecasts and monitors cash flow requirements on a monthly basis. Coordinates annual budget process and its semi-annual amendments. Compiles cost data, interprets data and reports on costs. Evaluates effects of, and projects, payments made in lieu of taxes to the municipality. Assists in preparation of revenue and cash forecasts, cost projections, and in the analysis of rates.

Reviews complex financial accounting work processes, systems, and procedures for efficient workflow and conformity with accounting principles. Reviews the internal controls and security of all automated accounting applications to ensure conformity with auditing standards. Manages and oversees efforts to secure federal grants and funding opportunities, with a particular focus on programs such as E-Rate and ACP (and others as applicable).

Acts as a lead contact for regulatory agencies such as FEMA and the Internal Revenue Service.

Coordinates and prepares requested data and information as required for recovery of funds expensed due to recovery of natural disaster.

Administers self-insurance coverage policy.

Prepares the annual budget document, including evaluating departmental budget requests, preparing salary and benefit calculations, and preparing graphs to compare data from the current fiscal year to previous fiscal years.

Oversees all grant reporting and compliance measures.

Supports Accounting Department with audit inquiries.

Performs related work as required.

### NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of and ability to apply the following appropriate to the level of work in a communications system providing telephone, television and data communications to homes, government, and businesses:

- Financial analyses, projections and interpretation of accounting or financial reports.
- State and federal grants and programs.
- Public and government accounting systems and standards.
- Financial forecasting methods.
- Rate-setting methods.
- Grant proposals, and applications, record-keeping, and compliance.
- Video and programming content agreements and contract negotiation.
- Internet transport agreements and negotiation.
- Telephone transport agreements and negotiation.
- Financial auditing standards.
- Project management and administration.
- Ability to establish and maintain productive working relationships with public, employees, and elected officials.
- Ability to communicate clearly, verbally and in writing.
- Supervisory and divisional budgeting skills.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in Accounting, Finance, or related field with certification as a public accountant.

Experience in the following:

- Financial analysis
- Cash flow forecasting
- Performing regulatory compliance measures
- Service rate analysis
- Contract negotiations.