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**Job Title:** Chief Financial Officer**Job Status:** Full-Time**Department:** Executive Services**Job Grade:** 614**Reports To:** Chief Executive Officer**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 1/21/2025**Location:** Main Office

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### Position Summary

Under the direction of the CEO, the Chief Financial Officer (CFO) serves as a key member of the New Braunfels Utilities (NBU) executive team and is the principal financial officer of the organization. The CFO provides strategic leadership and oversight of all financial and risk management activities, ensuring alignment with NBU's mission to serve a rapidly growing community. This position is responsible for directing and supervising the Finance, Accounting, Enterprise Risk, and Energy Risk divisions, with approximately 20 team members and two direct reports: The Director of Finance and the Director of Energy Risk.

The CFO plays a vital role in driving cross-departmental collaboration, supporting NBU's strategic initiatives, and navigating a dynamic regulatory and operational environment. Key responsibilities include overseeing long-term financial planning, budgeting, forecasting, investments, debt management, treasury functions, enterprise risk management, energy risk compliance, and financial reporting. Additionally, the CFO partners closely with the CEO and executive team to develop and execute the annual budget, long-term financial plans, and policies that ensure NBU's financial stability and operational excellence.

The CFO regularly engages with the Board of Trustees, City Council, and other key stakeholders, representing NBU's financial strategy and performance. They must excel in public speaking and communication, particularly in presenting complex financial concepts and recommendations. This role requires a decisive, collaborative leader with deep expertise in municipal utilities and a proven track record of coaching and developing high-performing teams.

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### Essential Duties & Responsibilities

#### STRATEGIC LEADERSHIP

- Provide strategic financial leadership for the organization, including fiscal policy development and the advancement of financial best practices.
- Collaborate with the CEO and executive team to develop and manage the annual budget, ensuring it aligns with NBU's operational and capital needs.
- Analyze long-term economic trends, growth projections, and financial performance to prepare NBU for future opportunities and challenges, including navigating regulatory shifts with the PUC, TCEQ, and ERCOT market changes.
- Drive cross-departmental collaboration to ensure financial and operational alignment across the organization.

#### FINANCIAL OVERSIGHT

- Lead the Finance and Accounting Division, including budgeting, forecasting, long-term financial planning, audits, and fiscal reporting, ensuring compliance with GAAP and public-sector standards.
- Oversee debt issuance, investments, cash management, rate setting, and treasury functions such as managing impact fees and reserve funds.
- Supervise the Energy Risk Division, ensuring compliance with risk management policies, accurate

settlement and tracking of power purchases, and rate recovery analysis.

- Develop and maintain NBU's enterprise risk management framework, identifying and mitigating business risks across all divisions.
- Direct cash management strategies, including debt issuances and oversight of the official statement.
- Interface with rating agencies to communicate NBU's financial positioning and strategic plans.
- Ensure adherence to best practices in internal controls and superior accounting standards to achieve a clean audit.
- Continuously review funding for the retirement plan to ensure financial viability.
- Oversee financial software projects and implementations.
- Collaborate with the CTO on Cyber Risk Management best practices for finance.
- Provide rate recommendations for a growing community.
- Ensure succession planning for appropriate staffing levels.

#### OPERATIONAL MANAGEMENT

- Lead the preparation of NBU's annual budget, five-year financial plan, and long-term financial projections, ensuring accuracy and alignment with organizational goals.
- Oversee cost of service studies and rate design for water, wastewater, and electric services.
- Evaluate division budget requests to identify opportunities for cost optimization and efficiency improvements.
- Supervise investment strategies and ensure compliance with applicable policies, regulations, and the Public Funds Investment Act.

#### BOARD AND PUBLIC ENGAGEMENT

- Regularly present financial updates, rate proposals, and other strategic recommendations to NBU's Board of Trustees, City Council, and other key stakeholders.
- Communicate financial information effectively to both technical and non-technical audiences.
- Represent NBU in public forums, providing insight and expertise on financial matters when needed.

#### LEADERSHIP AND TEAM DEVELOPMENT

- Supervise and mentor Directors and Managers across Finance, Accounting, Enterprise Risk, and Energy Risk divisions, fostering a collaborative and innovative work environment.
- Promote a culture of teamwork, accountability, and professional growth within all divisions.
- Establish performance metrics and goals for financial operations, ensuring alignment with NBU's strategic plan.
- Encourage continuous improvement and innovation in processes, operations, and customer service delivery.

#### RISK AND COMPLIANCE MANAGEMENT

- Monitor and maintain NBU's insurance portfolio, including property, liability, and officer coverage, and oversee claims management in collaboration with legal counsel.
- Ensure adherence to federal and state special fund accounting regulations and reporting standards.
- Develop and implement NBU's enterprise risk management framework, identifying and mitigating business risks across all divisions.

#### ADDITIONAL RESPONSIBILITIES

- Oversee preparation of monthly, quarterly, and annual reports, board presentations, and financial updates.
- Engage with financial institutions, bond counsel, rating agencies, and other external stakeholders to secure adequate financing and maintain strong financial positioning.
- Lead efforts to streamline operations, improve turnaround times, and enhance organizational efficiency.

#### MANAGEMENT/SUPERVISION

- Supervise Directors and Managers in a manner that promotes innovation, efficiency, collaboration, and a positive work environment.

- Work with the CEO and Executive Team to develop strategic vision, performance measures, and establish goals.
- Provide recommendations regarding financial considerations and other factors of business proposals related to achieving NBU's Strategic Plan.
- Prepare and monitor annual O&M, capital, and personnel budgets and funding sources.
- Ensure personnel adhere to NBU safety guidelines and practices at all times.
- Work with financial institutions, outside advisors, bond counsel, and rating agencies for bond financing.
- Demonstrate continuous effort to improve operations, streamline work processes, and provide quality customer service.
- Attend board meetings and present financial matters to the NBU Board and public as needed.

#### GENERAL RESPONSIBILITIES

- Maintain regular attendance and manage leave schedules to ensure task completion.
- Adhere to NBU safety guidelines and maintain a clean and safe work area.
- Develop and maintain effective customer service skills for communication with co-workers, customers, and the public.
- Maintain strict confidentiality of business, employee, and customer information.
- Adhere to NBU policies and procedures.
- Exemplify NBU Core Values of Stewardship, Integrity, Team, Culture, and Safety.

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#### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Work Experience Time Frame: Seven Years or More

Field of Study: Finance

Other: - Knowledge of Generally Accepted

Accounting Standards GAAP- Strong analytical skills with the ability to review, interpret and report on various financial data - Ability to set priorities and multi-task so that assigned duties are completed under pressures of deadlines and time constraints. - Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. -

High level of integrity and dependability with a strong sense of urgency and results-orientation. - Ability to interpret policy, procedures, and data - Ability to influence outside of one's reporting area - Ability to interact with all levels of employees via positive interpersonal skills - Proven ability to work in and promote a diverse workplace - Ability to work with all levels within the organization - Excellent planning and organizational skills - Excellent oral and written communication skills - Excellent presentation and training skills - Excellent negotiation and contract management skills

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#### Certification and Licensures Requirements

- Certified Public Accountant (CPA) license from Texas State Board of Public Accountancy is preferred.
- A valid Texas drivers license is required to operate a company vehicle when necessary when necessary.

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#### Other Minimum Qualifications

- Bachelor's degree in accounting, business administration, finance, public administration, or a related field is required.
- Seven to ten years of financial management and accounting experience, with a minimum five (5) year's of management-level experience in municipal finance in a similarly sized public agency OR an equivalent combination of education and experience.
- Experience with local government and/or utilities is desirable.
- Experience with Enterprise Risk Management fundamentals.

- Knowledge of Government Accounting Standards Board (GASB), standards and Federal Energy Regulatory Commission (FERC) standards, recommended practices and policies, rules and regulatory reporting requirements.

## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

- Proficient in utilizing current versions of computer software and hardware provided by NBU to produce memos, reports, special operating reports, graphs, spreadsheets, and other documents that are clear, accurate and grammatically correct.

## Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

## Physical Demands

### Standing: Frequently

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

### Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

### Walking: Frequently

- To Other Departments/Office/Office Equipment
- Around Worksite

### Lifting: Occasionally

- Supplies
- Equipment
- Files

### Carrying: Occasionally

- Supplies
- Equipment
- Files

### Sitting: Frequently

- Desk Work
- Meetings
- Driving

### Reaching: Occasionally

- For Supplies
- For Files

### Handling: Rarely

- Paperwork
- Monies

### Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Pushing/Pulling: Occasionally



Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

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### Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

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**Non-Physical Demands**

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** [Click or tap here to enter text.](#)

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**Employee Statement of Understanding**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date