



**DANE COUNTY**  
invites applications for the position of:

## **Renewables Finance Officer**

**SALARY:** \$41.17 - \$53.20 Hourly

**OPENING DATE:** 03/18/22

**CLOSING DATE:** 04/01/22 11:59 PM

### **DESCRIPTION:**

The Dane County Waste & Renewables Department in Madison, Wisconsin is recruiting for a full-time (1.0 FTE) Renewables Finance Officer position. The Eligibility List created will be used to fill future vacancies over the next six (6) months.

### **EQUITY, DEFINITION AND EXAMPLES OF DUTIES:**

#### **COMMITMENT TO EQUITY AND INCLUSION**

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

#### **DEFINITION**

Dane County Department of Waste & Renewables (W&R) owns and operates the County's landfills, various recycling programs, a Renewable Natural Gas production and offload facility, a landfill-gas-to-energy (electricity) project, and consults on various other County led renewable energy projects including various solar installations. The energy or natural gas from these projects generate renewable energy certificates (RECS) or renewable identification numbers (RINS). Additionally, the landfill and associated recycling programs operate as an enterprise fund and collect disposal fees and other miscellaneous revenue to support operations. This position is responsible for oversight of the generation; sale and tracking of renewable energy, RECs and RINS; and manages all financial aspects for W&R.

#### **EXAMPLES OF DUTIES**

Oversees generation, sale, tracking and auditing of renewable energy and associated RECS or RINS for all County renewable energy projects. Prepares or oversees regulatory submittals for REC and RIN generation and reporting. Develops energy production and revenue reports for Office of the County Executive, Office of the County Board, Department of Administration, Office of Energy and Climate Change, and other County Departments, staff or elected officials. Monitors energy regulations, markets and technologies and advises on investment and divestment strategies. Performs financial analyses for proposed renewable projects or

expansions. Performs financial analyses for proposed waste and recycling capital projects or expansions. Develops, tracks and audits W&R operating and capital budgets. Oversees W&R accounting, payroll, contracts, purchasing, customer service/sales and risk management functions. Supervises W&R administrative, accounts payable, accounts receivable and purchasing staff. Oversees customer relations, billing and collections for landfill and offload customers. Tracks W&R expenses, contracts and compliance with County purchasing rules. Reviews and/or prepares requests for bids and requests for proposals, contracts, purchase orders and other contract documents.

## **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

### **Education, Training and Experience:**

Any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration, Finance, Financial Analysis, Economics, Acquisition, Contract Management, or a related field. Three (3) years professional work experience (including co-ops and internships) in the mentioned fields that includes one (1) year of supervisory or lead experience. Experience in Sustainability, Renewable Energy field preferred.

### **Special Requirements:**

Must have a valid driver's license, or access to reliable personal transportation, or equivalent. Must be available to work nights, weekends and holidays, as needed and for events and meetings.

**Background Check Statement:** Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.). Management reserves the right to make employment contingent upon successful completion of the background check.

### **Physical and Environmental Work Requirements:**

Most work carried out in an office setting but some duties performed in noisy, outdoor, dirty, or dusty settings such as the RNG Plant or the landfill.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Thorough knowledge of accounting and budgetary principles, practices, and techniques. Knowledge of renewable energy markets, renewable technologies, and federal and state renewable energy programs. Knowledge of or ability to interpret renewable energy regulations, programs, and requirements. Knowledge of or ability to learn engineering and construction management principles and procedures. Experience with government contracting, procurement and purchasing rules. Ability to supervise and manage staff. Ability to delegate tasks and coordinate the work of others and to establish cooperative working relationships. Ability to analyze financial data and create financial models for decision support. Ability to apply statutes, guidelines and ordinances to individual case situations. Ability to present information orally and in writing. Ability to establish and maintain effective relationships with government officials and department/division heads; media representatives; sales representatives; vendors and contractors; office personnel and the general public. High level of customer service. Highly self-motivated and ability to independently solve problems. High attention to detail. High level of

proficiency in Microsoft Office Suite applications (i.e., Word, Excel, Access, Outlook), and accounting software or programs.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/countyofdane>

Position #2022-00225  
RENEWABLES FINANCE OFFICER  
KM

210 Martin Luther King Jr Blvd, Room 418  
Madison, WI 53703  
(608) 266-4125

[employee-relations@countyofdane.com](mailto:employee-relations@countyofdane.com)

---

## Renewables Finance Officer Supplemental Questionnaire

- \* 1. Do you possess any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration, Finance, Financial Analysis, Economics, Acquisition, Contract Management, or a related field.  
 Yes    No
  
- \* 2. If your answer to question 1 was 'related field', please describe it and provide the degree/training, Major/area of focus and the number of years of experience/training.
  
- \* 3. Do you have three (3) years professional work experience (including co-ops and internships) in the mentioned fields?  
 Yes    No
  
- \* 4. Do you have one (1) year of supervisory or lead experience?  
 Yes    No
  
- \* 5. Do you have experience in Sustainability, Renewable Energy field? (This is preferred not required)  
 Yes    No
  
- \* 6. For this position you must have a valid driver's license. Do you meet this requirement?  
 Yes    No
  
- \* 7. Must be available to work nights, weekends and holidays, as needed and for events and meetings. Are you able and willing to meet this requirement?  
 Yes    No
  
- \* 8. (GRADED QUESTION) Describe the education or experience that has prepared you for the position of Renewables Finance Officer with the Department of Waste & Renewables. Please list your degree, relevant certificates or training, and a brief description of your professional responsibilities relevant to this role including job titles and duration of experience.

- \* 9. (GRADED QUESTION) Describe the strategy and technical expertise that will allow you to advise Department and County leadership on organizational decisions and policy that will maintain and grow the County's renewable energy portfolio.
  
- \* 10. (GRADED QUESTION) Describe your education or experience in customer relations, marketing, market evaluations, strategic cost reduction, rate analyses, organizational optimization, or other relevant roles or projects that will allow you to advise on and lead business development for the Department of Waste and Renewables solid waste operations.
  
- \* 11. (GRADED QUESTION) Describe your education and/or experience leading or supervising staff. Please include your experience in assigning work, coaching and mentoring, and conducting performance evaluations. Also please describe your approach for fostering a diverse, collaborative, and productive workplace.
  
- \* Required Question