



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Finance Manager/Treasurer

**FLSA Status:** Exempt

**Reports To:** General Manager

**Revision Date:** May 9, 2011

### **POSITION PURPOSE:**

Manages the District's financial policy development, financial planning, financing plans, investments, assessments, and debt service payments. Oversees the budgeting process for capital and operating budgets, preparation of comprehensive financial statements, and directs the District's accounting, utility billing, and reporting systems.

### **REPORTING RELATIONSHIPS:**

Reports to the General Manager and supervises accounting/finance and customer service staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Leads, directs, and coordinates all activities, projects, and personnel in the Finance Department, including the development of project timelines and implementation plans;
- Develops business practices and procedures. Creates standards for determining success/progress;
- Identifies and develops working relationships with affected constituencies at all levels; ensures that constituent representatives are kept appropriately informed of department activities and progress, and are encouraged to participate as appropriate;
- Advises staff and/or teams representing constituent needs regarding cross-functional considerations, workflow integration and coordination, and optimization of best practices;
- Promotes high-performance teamwork to ensure timeliness and quality of deliverables;
- Provides and ensures communication with and between department managers and District management at critical points in the completion of department activities;
- Identifies, secures, and coordinates implementation of internal and external resources and expertise as appropriate to achieve day-to-day District financial planning and operations objectives;
- Ensures that day-to-day financial planning, operations, functions and projects are proceeding according to timelines, meeting targets, expectations, and adhering to established operating parameters; negotiates changes in project resources as necessary to achieve objectives/timelines
- Assists the General Manager and Board of Commissioners in developing District fiscal policy; recommends and approves District-wide financial policies;
- Responsible for the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Plans, develops and implements the department's annual budgets; determines budget and staffing priorities and identifies cost control and resource allocations;
- Presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the Board;
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Municipal accounting and auditing including enterprise funds;
- Generally Accepted Auditing Standards (GAAS) & Generally Accepted Accounting Principles (GAAP);

- Debt financing, cash management and investment philosophies;
- Principles and practices of municipal finance administration including budget preparation;
- Financial system design, analysis, and implementation; and
- Management and supervisory theories and principles.

**Skill in:**

- Analyzing and solving complex accounting and financial problems;
- Managing and auditing the budget and other programs;
- Planning, organizing, overseeing financial operations, regulatory requirements and progress reviews;
- Developing and recommending policies, procedures, and budgets to meet District goals;
- Directing and preparing financial reports and analysis;
- Supervising staff;
- Using computer and applicable software and database programs;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the public;
- Both written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisor, general public, etc. sufficient to exchange or convey information and receive work direction.

**Ability to:**

- Identify and assess business needs and coordinate effective solutions;
- Lead and manage multiple financial activities which require integration, and coordinate the work of multiple activities with multiple sub-tasks.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge & abilities would be:

**Experience:** Five years progressively responsible professional level accounting experience including three years of responsible supervisory experience.

**Education:** Bachelor's Degree in Accounting, Business Administration, Public Administration, Finance or related field.

**Licenses and Certifications:**

Possess and maintains:

- Valid Washington State Driver's License.

**WORKING CONDITIONS:**

Primarily performs duties in an office working at a desk utilizing a computer.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions. This position may require work hours in excess of 8 hours per day or 5 days per week. Attending meetings after business hours is required. May require travel for training purposes and commute to other governmental agencies.

Light Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.  
Light/Sedentary work involves sitting most of the time.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Approved: May 9, 2011**

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**Patrick Sorensen, General Manager**