Lake Whatcom Water & Sewer District Job Description

Job Title: Finance Manager/Treasurer  FLSA Status: Exempt
Reports To: General Manager  Revision Date: February 22, 2021

POSITION PURPOSE:
Manages the District’s financial planning, utility funds and reserves, investments, debt service obligations and inventory of property valuations, and assists in fiscal policy development. Oversees the budgeting process for capital and operating budgets, preparation of comprehensive financial statements, and directs the District’s accounting, auditing, utility billing, payroll and benefits, and financial reporting systems.

REPORTING RELATIONSHIPS:
Reports to the General Manager and supervises Finance Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Serves as an integral member of the District’s management team;
- Leads, directs, and coordinates all functions, projects, and personnel in the Finance Department in accordance with applicable laws and regulations;
- Assists in the development of District fiscal policy;
- Interprets and administers District policy, including weighing risks and proceeding with the best solution or action;
- Supervises personnel, which includes work and training allocation, problem resolution, performance evaluation, and recommended personnel actions;
- Develops business practices and procedures and creates financial standards for determining success/progress;
- Ensures cross-training of department staff and maintains a fundamental understanding of all departmental tasks and assignments;
- Promotes high-performance teamwork to ensure timeliness and quality of deliverables;
- Provides and ensures communication with and between District management in the completion of department activities;
- Identifies, secures, and coordinates use of resources and expertise to achieve financial planning and operational objectives;
- Seeks means of improving District services and programs through maintaining relationships with industry peers;
- Plans, develops and presents the District budget incorporating staff and the board of commissioners input;
- Presents issues and recommended solutions requiring financial policy direction to the management team and board of commissioners; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:
Knowledge of:

- Municipal accounting and auditing including enterprise funds;
- Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP);
- Debt financing, and cash and treasury management;
- 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 budgets and other financial-related programs;
- Planning, organizing, and overseeing financial operations in accordance with regulatory requirements;
- Developing and recommending policies, procedures, and budgets that meet District goals;
- Directing and preparing financial reports;
- Effective supervision of staff, including hiring, motivating, measuring performance, and timely implementation of disciplinary actions, as needed;
- Applying effective customer service techniques, including responding to customer inquiries and complaints in a courteous, understanding and concerned manner;
- Using a computer and applicable software and database programs;
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers and the general public; and
- Well-developed communication and interpersonal skills, including broad experience in conveying financial information to an array of audiences.

**Ability to:**
- Identify and assess business needs and coordinate effective solutions; and
- Simultaneously lead and manage multiple financial activities that require integration.

**Experience/Education:**
Any equivalent combination of education and experience that provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

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

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

**Licenses and Certifications:**
Possess and maintain:
- Valid Washington State Driver’s License

**WORKING CONDITIONS:**
Primarily performs duties in an office working at a desk using a computer. This position may require work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. Attending meetings after business hours is required as is travel for training purposes and to commute to other governmental agencies.

**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.

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:  February 22, 2021

[Signature]

Justin Clary, General Manager