

KING COUNTY WATER DISTRICT # 90
JOB DESCRIPTION

June 2014

TITLE: Finance Manager
REPORT TO: General Manager and Board of Commissioners
SALARY RANGE: \$70,000 - \$78,000 DOQ



JOB SUMMARY: The Financial Manager is a key member of the management team and manages the day-to-day operations of the finance department. The Finance Manager is responsible for planning, directing, and managing the financial, accounting, office, customer service, and information technology functions of the District.

ESSENTIAL JOB FUNCTIONS:

- **FINANCE:** Manage the District's financial operations. Develop and administer financial policy, financial planning, accounting, payroll, accounts payable, receivables, cash & investment management, debt management, purchasing, internal auditing and tax payments.
- **ACCURACY:** Verify accuracy of financial operations in accordance with state and federal regulations, Generally Accepted Accounting Principles (GAAP), State Auditor's Office (SAO) the CWA Union Contract and District policy. Establish and maintain internal control procedures.
- **REPORTS:** Prepare monthly financial, fund, cash and budgetary reports as required for presentation to the General Manager and the Board of Commissioners.
- **AUDIT:** Prepare Annual Financial Statements for the State Auditor's Office. Coordinates with the SAO for the District's Annual Audit; represent the District in Entrance and Exit interviews and responds to Auditor's questions.
- **BUDGETS:** Coordinate and prepare the Districts Annual Operating budget and six (6) year Capital Spending Plan. Assists with rate model and data in order to develop rate proposals and provide recommendations.
- **EVALUATE:** Gather, interpret and prepare data for studies and budgets to meet District and department objectives and overall goals. Collect and compare bids from vendors, review contracts and assist in selection process. Analyze and recommend alternative methods for conducting the District's business.
- **LEAD:** Supervise Office Staff to achieve goals, set clear expectations and resolve conflicts. Provide leadership, direction and mentoring to staff. Plan and organize workloads and staff assignments. Prepare performance evaluations, recommend hires, and make disciplinary recommendations. Cover Office Staff's responsibilities during absences.
- **CUSTOMERS:** Oversee customer service functions, including the proper calculation of utility bills, processing and posting of payments, daily and monthly cash reconciliations and reporting, staff training and establishing procedures. Review and recommend new technologies to promote efficiencies and customer service improvements. Interface with customers on complex customer related issues.

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- INFORMATION TECHNOLOGY: Oversee information technology contractor; make decisions along with Management team on repair or replacement of computer equipment. Manage and maintain website. Oversee on-line and IVR payment vendors. Provide technical advice, reports and assistance to Field Personnel and Office Staff. Provide training and support to other departments as needed.
- PROJECTS: Track construction contracts, monitor payments, retainage, closeout reports, and project reviews. Work with stakeholders, regulators, and other agencies as needed to complete capital projects and related reporting.
- OTHER: Attend Board meetings 2-4 times per month after regular working hours. Be available for occasional weekend meetings and occasional travel. Perform other related duties and special projects as required or assigned.

EXPERIENCE AND EDUCATION:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Education:

Bachelor's degree in accounting, business administration, finance or other related field. Strong coursework in accounting required.

Experience:

Five years progressively responsible experience performing accounting, billing and budgeting functions for a public utility or special purpose district; three or more years supervisory experience.

Software:

Proficient in MS Office and QuickBooks (or equivalent). Familiarity with software, including; utility billing software (InHance), meter reading software (Neptune), Crystal Reports and backflow software (BPMS). Macro writing and programming skill is a plus.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal for extended periods of time. Applicant may be required to lift office supplies and equipment weighing up to 40 lbs.

HOW TO APPLY:

Applications are available on the District's website: www.kcwd90.com until 6/20/14. Complete the application form; attach your resumes & college transcripts and email to jobopening@kcwd90.com, fax to 425-277-4128, mail or deliver in person to 15606 SE 128th Street, Renton, WA 98059.

As a final step in the hiring process, an applicant will be subject to a background check that may include screening for drug use, criminal history and poor credit. 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.