

SOOS CREEK WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: BUDGET AND FINANCE DIRECTOR

GRADE: 15

REPORTING RELATIONSHIPS:

REPORTS TO: GENERAL MANAGER

DIRECTS: IT BUSINESS ANALYST/PROGRAM MANAGER, ACCOUNTING MANAGER

JOB SUMMARY:

Under the direction of the General Manager, this senior-level position has primary responsibility for directing, coordinating, and managing activities and staff of the Finance Department. The Budget and Finance Director performs a variety of complex professional, administrative, supervisory, and technical accounting and financial functions to manage and maintain fiscal systems and records, periodic and annual financial reporting, budget preparation and oversight, payroll administration, billing and collections, and debt and treasury management. Oversees the Information Technology function for the District including network, cybersecurity, hardware, software, communications, and help desk support elements. Monitors legal and fiscal compliance with federal, state and local regulations. Supervises, trains, and evaluates the performance of assigned staff.

CONTACTS:

INTERNAL: Board of Commissioners, General Manager, Operations Manager, Engineering Manager, Human Resources Manager, District staff.

EXTERNAL: Outside consultants, District customers, the public, various governmental agencies, water and sewer municipalities, and professional organizations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

1. Responsible for all department services and activities including general accounting functions (general ledger, accounts payable, accounts receivable, utility billing, reconciliations), payroll, financial reporting, banking and investment services, budget preparation, auditing, and debt management.
2. Direct the functions and activities of the District's annual operating budget process, including the development of budgeting assumptions, analysis of budget submittals, and presentation materials intended for senior management staff and the Board of Commissioners.
3. Provide financial information, forecasts, economic analysis including feasibility studies and cost analyses, and consultation to the General Manager, senior management staff and Board of Commissioners.

4. Develop short and long-range projections to forecast current and future financial requirements and financial position.
5. Serve as the primary liaison for financial statement and accountability audits conducted by the Washington State Auditor's Office.
6. Monitor all financial transactions including journal entries, disbursements, account receivable, payroll, cash receipts, and investments to ensure timely processing, accurate recording and documentation adequate to support accounting activities, and compliance with applicable laws, regulations, and policies.
7. Oversee the Information Technology function.
8. Assure the accuracy of all central accounting processes, records, and reports. Implement new accounting pronouncements and standards and revise existing accounting policies/standards as needed. Communicate and train employees on new/revised process improvements and changes. Ensure compliance with Generally Accepted Accounting Principles.
9. Analyze monthly and annual data to ensure accuracy in expenditure and revenue postings, payroll amounts and other data under extremely tight timelines.
10. Investigate and audit transactions, records, and reports, including taxpayer records, to ensure fair and proper collection of taxes, fees, and other revenues.
11. Prepare and analyze complex cash flow projections.
12. Manage and monitor the District's treasury and investment portfolio and recommend sound and prudent investment opportunities. Invest District monies using professional standards of safety and liquidity to achieve maximum investment yields.
13. Manage the District's indebtedness, including structuring debt issues and assuring continuing compliance with bond covenants.
14. Interpret state and federal regulatory requirements, inform General Manager regarding changes and possible areas of non-compliance; and recommend and implement procedural and policy changes to ensure compliance.
15. Work with external agencies such as the Washington State Department of Revenue, Department of Retirement Systems, and the State Auditor's Office in resolving identified issues and presenting the District's position.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Financial, statistical, analytical, and projection techniques.
- Management and supervisor theory, principles, and practices.
- District organization, operations, policies, and objectives.
- Cost and revenue analysis.
- Budget control and revenue projections.
- Methods, techniques, and practices of maintaining complex interrelated financial records.

- Governmental accounting, budgeting and payroll principles and practices as prescribed by law, regulations, authoritative pronouncements, and the established standards of professional organizations.
- Spreadsheet, word-processing, and database applications; demonstrated ability to understand database management, development, and reporting theory.
- Cybersecurity principles and practice.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Prepare financial analysis, projections, and forecasts.
- Review and evaluate complex data and make appropriate recommendations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work; and meet schedules and timelines.
- Train, supervise and evaluate personnel.
- Communicate to subordinates and other District employees the governmental accounting, budgeting and payroll principles and practices as prescribed by law, regulations, and other standards of professional organizations.
- Make changes as appropriate to the various financial records of the District.
- Develop solid internal control measures to ensure the District provides appropriate segregation of duties for critical processes and adequate safeguards to protect cash and other assets.
- Maintain regular, reliable, and punctual attendance.

EDUCATION AND EXPERIENCE:

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, skills, and abilities would be:

Experience:

- Ten (10) years of professional level finance/accounting experience in municipal finance with five (5) years management experience.

Education:

- Bachelor's degree in finance, accounting, business administration, public administration, or related Field.
- Master's degree preferred.

CERTIFICATIONS/LICENSES:

- Certified Public Accountant and/or Certified Public Finance Officer desired.
- A valid Washington State Driver's License.

ENVIRONMENTAL/WORK CONDITIONS:

Generally works in an office environment.