

SOOS CREEK WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: ACCOUNTING MANAGER

GRADE: 12

REPORTING RELATIONSHIPS:

REPORTS TO: BUDGET AND FINANCE DIRECTOR

DIRECTS: ACCOUNTING SUPERVISOR/PAYROLL AND ACCOUNTS PAYABLE SPECIALIST

JOB SUMMARY:

The Accounting Manager is a senior technical finance position providing leadership under the general supervision of the Budget and Finance Director. Assists in planning, directing, and managing the Finance and Customer Service Divisions and in overseeing the financial and utility billing functions of the District. Supervises and provides technical support to the Accounting Supervisor and the Payroll/Accounts Payable Specialist. Assists in coordinating department activities and services in support of the mission, objectives, and initiatives of the District.

CONTACTS:

INTERNAL: Board of Commissioners, General Manager, Budget and Finance Director, Operations Manager, Engineering Manager, Human Resources Manager, District staff.

EXTERNAL: Outside consultants, District customers, the public, various governmental agencies, water and sewer municipalities, vendors, 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 accounting functions, financial reporting, and accounting support (daily, month-end, quarterly, and annual).
2. Ensures compliance with GAAP/GASB standards, established procedures, practices, and regulations.
3. Assists the Budget and Finance Director in budget and rate model development.
4. Assists in implementing new District-wide systems.

Accounting Manager

5. Supports the Accounting Supervisor in the coordination of all customer service support functions related to utility metering, billing, and collections.
6. Supports the Payroll/Accounts Payable Specialist for payroll, job costing, accounts payable and all related activities.
7. Conducts technical research.
8. Serves as the District's technical accounting and financial reporting expert.
9. Serves as Acting Budget and Finance Director during absences.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board pronouncements and implementation.
- Governmental budget development, audit, reporting, and accounting standards.
- Public administrative and management principles and practices.
- Relevant federal and state rules and regulations.
- Billing and collection processes.

Skills in:

- Compiling research and developing recommended solutions to complex problems.
- Managing competing workload priorities and meeting established deadlines.

Ability to:

- Use logical thought processes to analyze problems, identify alternative and creative solutions within available resources, project consequences of proposed actions, draw conclusions, and implement recommendations in support of program goals and objectives.
- Coach and mentor staff under direct supervision.
- Foster a productive and collaborative working environment.
- Develop and implement standardized processes, tools, and formats.
- Locate, identify, understand, and interpret information from financial reports and systems.
- Read, interpret, and apply local, state, and federal laws, regulations, codes, and practices and maintain compliance.
- Proficiently use computer systems and software (i.e. Tyler Technologies Munis software, Office 365) to compose, organize, edit, record, retrieve, and convey information accurately, clearly, and concisely.
- Exercise tact, discretion, and sound judgment in addressing sensitive or confidential matters.
- Understand and follow directions, effectively adjust to changing priorities, problem solving and multi-task, be decisive in taking actions and making decisions.

Accounting Manager

- Prepare and clearly present financial information to non-financial people in oral and written formats.
- Effectively communicate with the public, co-workers, supervisors, subordinates, and elected officials.
- Maintain a professional work environment.
- Employ strong organizational and customer service skills.

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:

Education:

- Bachelor's degree in accounting, business administration or equivalent.
- CPA license preferred.

Experience:

- Minimum of 7 years accounting experience.
- Minimum of 3 years supervisory experience.
- Public sector accounting experience strongly preferred with municipal utility experience a plus.

CERTIFICATIONS/LICENSES:

- A valid Washington State Driver's License.
- CPA license preferred.

ENVIRONMENTAL/WORK CONDITIONS:

Generally work in an office environment.