



# Elmhurst Mutual Power & Light

Washington

**DIRECTOR OF FINANCE  
AND ADMINISTRATION**

**\$90,000 - \$130,000**

*Plus Excellent Benefits*

*Apply by*

**March 21, 2021**

*(First Review, Open Until Filled)*

***PROTHMAN***



## THE REGION



Headquartered in one of the largest and fastest growing regions in Washington, South Puget Sound residents and visitors enjoy an area that is full of many vibrant communities that offer countless cultural and educational opportunities. The region is home to the Washington State Fair in Puyallup, which is the largest single attraction held annually in the State of Washington, along with the iconic 14,000-foot-tall Mount Rainier and 369 square-mile Mount Rainier National Park. The South Puget Sound also provides easy access to the Cascade and Olympic mountain ranges and the waters of the scenic Puget Sound which offer a wealth of outdoor recreation opportunities. The region is well known for its thriving cities, rich agricultural land, and many small communities that contribute to its character and exceptional quality of life.

Tacoma, the largest city in Pierce County, is surrounded by beautiful nature, giving residents many opportunities for woody adventures, and has a revitalized downtown that caters to residents and visitors alike with its waterfront activities, shopping, fine dining, theaters, award winning architecture, world-class museums, and art galleries. The City's Downtown Cultural District is the site of the Washington State History Museum, Museum of Glass, the Tacoma Art Museum, and America's Car Museum.



To the south of Tacoma, Lakewood is the host community to Joint Base Lewis-McChord, located along the I-5 corridor. JBLM is the Defense Department's premiere military installation on the West Coast, providing world-class installation support to more than 40,000 active Guard and Reserve Service members and about 15,000 civilian workers. The base supports 60,000 family members who live on and outside the base and nearly 30,000 military retirees living within 50 miles.

Between Tacoma and Lakewood, the City of University Place is home to Chambers Bay: one of the top public golf courses in the nation and the first golf course in the Northwest to welcome the U.S. Open Championship.

## THE ORGANIZATION

Elmhurst Mutual Power & Light (EMP&L) is a Member owned Electric Cooperative that has nearly 16,000 members and is rapidly approaching its 100<sup>th</sup> year anniversary. Located in the South Puget Sound Tacoma area, Elmhurst Mutual Power & Light (originally named Elmhurst Mutual Company) was founded in March 1922 by five men whose purpose was to form a "mutual company not for profit" that would provide electrical service to its members. EMP&L has an experienced five-member Board of Directors who each serve three-year terms. The organization operates on an annual budget of approximately \$20M with 4 departments and 22 FTEs. EMP&L is excited to be currently upgrading the organization's software systems from MAS90 to NISC, which will allow much of its activity to be integrated under one system.

After a productive 21-year career at the organization, EMP&L's current Director of Finance and Administration is retiring.

## THE POSITION

Under the direction of the General Manager, the Director of Finance and Administration will manage 8 total personnel including the Customer Service Manager, a Senior Accountant, four Customer Service Representatives and two Meter Reader Technicians. This position directs all general accounting activities consistent with GAAP, coordinates the development of the annual budget and work plan for approval by the General Manager and the Board, and provides monthly reports to the Board of Directors. Other responsibilities include preparing loan applications in conjunction with approved construction work to obtain needed capital for plant expansion and Board-approved projects, and directing the investment of available funds consistent with policies of the Board and General Manager. The Director will also be the key support for an annual external audit and manage the coordination of all member-related accounting activities including meter reading, energy and member services billings and associated sales reports, collections, and refunds. The Director is expected to work four (4) 10-hour days, Monday through Thursday, 7AM to 5:30PM.



Please visit:  
[www.elmhurstmutual.org](http://www.elmhurstmutual.org)

## IDEAL CANDIDATE

### Education & Experience:

A Bachelor's degree from an accredited college or university with a major in business administration, finance, accounting, or related field is highly desired. Additional training pursuant to Public Accountant Certification will be considered as highly desirable.

### Necessary Knowledge, Skills & Abilities:

- A history of providing excellent customer service and experience dealing directly with customers.
- The ability to establish clear cross training and qualification of employees within the department to ensure that at least two employees are cross trained in each of the critical roles within the department.
- Experience developing both short- and long-term financial plans including cash management.
- The ability to secure insurance coverages including general liability, DOM, and umbrella to ensure that Elmhurst is adequately protected against loss.
- Experience implementing employee benefits including payroll.
- A desire to become a key long-term Senior Team Member and Executive of EMP&L.

## COMPENSATION & BENEFITS

- **\$90,000 - \$130,000 DOQ**
- Medical, Dental, and Vision
- NRECA Defined Retirement
- 401K
- Group Term Life
- Short Term Disability
- Long Term Disability

Elmhurst Mutual Power & Light is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 21, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "Elmhurst Mutual Power and Light, WA – Director of Finance and Administration", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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