

SOOS CREEK WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: BUDGET & FINANCE DIRECTOR

GRADE: 14

REPORTING RELATIONSHIPS:

REPORTS TO: GENERAL MANAGER

DIRECTS: SYSTEMS ADMINISTRATOR, ACCOUNTING SUPERVISOR, ACCOUNTANT

JOB SUMMARY:

Under the direction of the General Manager, this senior-level position has primary responsibility for a \$45-\$50 million annual operating budget and \$45 million 5-year Capital Improvement Plan. This position is responsible for directing, coordinating, and managing activities and the staff of the Finance Department; performs variety of complex professional, administrative, supervisory, and technical accounting and financial functions to manage and maintain fiscal systems and records, performs periodic and annual financial reporting, budget preparation and oversight, payroll administration, billing and collections, debt management and treasury management. Oversee the Information Technology function for the District including the network, cybersecurity, hardware, software including the District's ERP system, communications and help desk support. Oversee legal and fiscal compliance to Federal, State and Local regulations. Supervise, train, and evaluate the performance of assigned staff. Responsible for the creation of the District's annual budget and the District's comprehensive annual financial reports.

CONTACTS:

INTERNAL: Board of Commissioners, General Manager, Operations 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.

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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, forecasting and economic analysis and consultation to the General Manager, senior management staff and Board of Commissioners; including feasibility studies and cost analyses.
4. Prepare and review revenue and expenditure analysis; develop short and long-range projections to forecast District financial requirements and indicate the District's financial position.
5. Oversee the annual audit of the District including preparation of the Annual Comprehensive Financial Report. Coordinate and schedule the annual audits with the State Auditor's office and assure all required information requests by the examiner are provide in a timely manner.
6. Audit and balance all financial transactions including journal entries, accounts payable, account receivable, payroll, daily cash flow and investment management, and other accounting processes; ensure that data is documented, timely and appropriately for various ledgers, journals, and other reports in accordance with applicable laws, policies, and guidelines.
7. Oversee Information Technology function for the District.
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. Oversee and understand the complex processing of all employees' payroll; timely and accurately calculating pay checks, leave, and benefits accruals; processing garnishments; the accurate reporting and paying of taxes, retirement, and other payroll deductions; ensuring all system processes that relate to pay are updated timely and accurately; and ensuring compliance with applicable laws and policies.

12. Prepare and analyze complex cash flow projections and evaluate investment vehicles utilizing risk-based models.
13. Manage and monitor the District's treasury and investment portfolio on a daily basis and recommend sound, prudent investment opportunities. Invest District monies using professional standards of safety and liquidity to achieve maximum investment yields.
14. Manage the District's bonded indebtedness, including structuring debt issues and assuring continuing compliance with bond covenants.
15. 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.
16. Work with external agencies and other departments in resolving issues and presenting the District's position; this includes working with the State Department of Revenue, Department of Retirement, and State Auditor's Office auditors, and overseeing various other audits as they arise.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Financial and fiscal statistical, analytical, research and projection techniques.
- Management and supervisor theories, 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 and the role of a strong cybersecurity culture in the District.
- 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.

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- 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; and how these must be adhered to for their use.
- Work as a team member with their counterparts on the issues of accounting, budgeting, and payroll.
- Make changes as appropriate to the various financial records of the District.
- Develop solid internal control measures and checking procedures to ensure the District provides safe management of its cash and its records are as accurate as possible.
- Identify and resolve problems in budget, payroll, expenditure, revenue, accounting, and other financial reports on a daily, monthly, and annual basis.
- Interpret laws and regulations as they apply to the District and find ways to implement them effectively and cost efficiently.
- Provide instructions and expectations to other participants in every process of the finance department; including payroll, budget, and annual audit, but not limited to these issues.
- 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:

- Five (5) - seven (7) years of professional level budget/finance/accounting experience in municipal finance with four (4) years supervisory 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.