



Washington

BUDGET AND FINANCE DIRECTOR

\$130,000 - \$176,700

Plus Excellent Benefits

Apply by

October 23, 2022

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



The Soos Creek Water and Sewer District (SCWSD) office is located in unincorporated King County to the east of the cities of Renton and Kent, and north of Covington.

The District is just 11 miles south of Seattle, and provides services to unincorporated King County and the cities of Auburn, Black Diamond, Covington, Kent, Maple Valley, and Renton. The region is easily reached by both Interstate 405 and Interstate 5, and several other adjacent highways. Southern King County is one of the fastest-growing regions in the State.

The region is home to manufacturers known worldwide such as The Boeing Company and PACCAR, and offers some of the most popular retail outlets, an abundance of entertainment and dining options, and world-class medical and healthcare professionals and facilities. South King County is known for its friendly, pro-business climate which has provided room for a multitude of new businesses, including the first IKEA store in the Pacific Northwest, Providence Health Systems Northwest Regional Headquarters, and Group Health Regional Headquarters.

Large attractions in the area include the Virginia Mason Athletic Center; a 200,000 square foot waterfront facility that is the home base for the Seattle Seahawks training camp in Renton, the 108-acre Lake Wilderness Park in Maple Valley which has prime shoreline, preserved forestland, and meandering pathways, and the ShoWare Center in Kent; a state-of-the-art arena that hosts numerous events throughout the year including concerts, comedy shows, business expos, banquets and more. In addition, Covington offers an exceptional retail core that brings visitors from all over to enjoy popular retail outlets and restaurants, and a growing downtown core.

South King County has seen a number of major infrastructure improvements, and several mixed-use development projects containing housing and retail which have transformed the region into a central gathering place for residents and visitors all around the Puget Sound.

Each community served by SCWSD offers year-round outdoor recreation, beautiful parks, and safe streets. With affordable housing, an excellent transportation system, health care services, and award-winning K-12 school systems, this region of the Puget Sound is one of the best areas in Washington to work and live!

THE DISTRICT

Governed by a five-member Board of Commissioners each serving six-year terms, the Soos Creek Water & Sewer District (SCWSD) is a municipal corporation that has served the residents of southeast King County since 1939. The District was formed when Water District 58 and Cascade Sewer District merged in 1987. SCWSD's water comes from Seattle Public Utilities via Lake Youngs, which is adjacent to the District's office. The sanitary sewer system conveys wastewater to King County's South Treatment Plant in Renton for treatment and disposal.

The District is one of the largest utilities in the State of Washington providing water service delivery to over 67,360 residents, which represents 23,805 equivalent residential units (ERUs), within a 16-square-mile water service area. The sewer service area, covering approximately 35 square miles, serves more than 114,000 people (representing 40,285 ERUs) in the cities of Auburn, Black Diamond, Covington, Kent, Maple Valley, Renton, and unincorporated King County. Residents within the District also receive services from other jurisdictions such as cities, King County, school districts, fire districts, and other water or sewer districts.



SCWSD has approximately 40 FTEs and operates on a 2022 budget of \$49.1 million. The District owns and maintains 27 vehicles and more than 14 pieces of large equipment from tilt trailers to a portable sewer pump. SCWSD is responsible for over 231 miles of water mains and 18,834 service connections, along with 525 miles of sewer mains and 33,705 sewer connections. SCWSD is proud to continually deliver both water and sewer services at rates that are amongst the lowest in King County.

THE POSITION

Under the direction of the General Manager, this senior-level position has primary responsibility for a \$45-\$50 million annual operating budget and a \$45 million 5-year Capital Improvement Plan. This position is responsible for directing, coordinating, and managing activities and the staff of the Finance Department. This position performs a 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. The Budget and Finance Director also oversees 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 with Federal, State and Local regulations, and be responsible for the creation of the District’s annual budget and the District’s comprehensive annual financial reports. For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

- The District currently has some of the lowest rates in the region for similar sized utilities. The new Budget and Finance Director will need to continue the effective management of the District’s financial portfolio, and balance the philosophy of keeping rates low and the desire to provide consistent predictable rates while ensuring the district can address aging infrastructure and the need for a more proactive repair and replacement program.
- Over the past 3 years the District has been working on the phased implementation of an Enterprise Resource Planning (ERP) system to eliminate silos, the need for duplicate entry and manual processes. The Budget and Finance Director is an integral part of the team assisting with implementation and will continue to provide guidance and support for the next phase of the implementation work.
- The District initiated a knowledge transfer program to provide newer members of the district opportunities to shadow and learn from more tenured staff. This position will need to assess staff training levels and experience and continue with these efforts to ensure staff understand and comply with all applicable state and local laws.
- The District is in a sound financial position with \$55M in cash and investments and \$50M in operating revenue. Most capital projects are self-funded and the District has one Public Works Trust Fund loan for long term debt. The Budget and Finance Director plays a critical role in preserving the long-term financial health and resiliency of the District.

IDEAL CANDIDATE

Education & Experience:

It is required that candidates have a bachelor's degree in finance, accounting, business administration, public administration, or a related field, and five (5) to seven (7) years of professional level finance/accounting experience in municipal finance with four (4) years supervisory experience. A Certified Public Accountant and/or Certified Public Finance Officer, and a Master's degree is preferred. The selected candidate must have a valid Washington State driver's license by the time for hire.

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

Necessary Knowledge, Skills & Abilities:

- Knowledge of financial and fiscal statistical, analytical, research and projection techniques, and management and supervisor theories, principles, and practices.
- Experience with cost and revenue analysis, and budget control and revenue projections.
- Knowledge of methods, techniques, and practices of maintaining complex interrelated financial records, and governmental accounting, budgeting and payroll principles and practices as prescribed by law, regulations, authoritative pronouncements, and the established standards of professional organizations.
- Experience using spreadsheet, word-processing, and database applications, and a demonstrated ability to understand database management, development, and reporting theory.
- Thorough knowledge of cybersecurity and the role of a strong cybersecurity culture in the District.
- Interpersonal skills using tact, patience, and courtesy.
- The ability to prepare financial analysis, projections, and forecasts, and review and evaluate complex data and make appropriate recommendations.
- The ability to establish and maintain cooperative and effective working relationships with others, and work as a team member with their counterparts on the issues of accounting, budgeting, and payroll.

- Skill to analyze situations accurately and adopt an effective course of action.
- Excellent communication skills both orally and in writing, and the ability to read, interpret, apply, and explain rules, regulations, policies, and procedures, and 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.
- The ability to make changes as appropriate to the various financial records of the District.
- Experience developing 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.
- The ability to identify and resolve problems in budget, payroll, expenditure, revenue, accounting, and other financial reports on a daily, monthly, and annual basis.
- Skill to interpret laws and regulations as they apply to the District and find ways to implement them effectively and cost efficiently.
- Proven experience providing instructions and expectations to other participants in every process of the finance department; including but not limited to payroll, budget, and annual audits.



COMPENSATION & BENEFITS

- **\$130,000 - \$176,700 DOQ**
- Medical, dental, vision, and life insurance.
- AD&D, and long-term disability insurance.
- Voluntary insurance.
- Washington PERS.
- Deferred Compensation.
- HRA/VEBA.
- Continuing education and tuition reimbursement.
- Employee assistance program.
- Company cell phone and laptop.
- Annual performance review with salary based on performance.
- 11 paid holidays plus 2 floating holidays.
- 12 days of vacation. Increases with longevity.
- 12 days of sick leave.
- Jury Duty pay.
- Bereavement leave.



For more information on Soos Creek Water & Sewer District, please visit:

www.sooscreek.com

Soos Creek Water & Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 23, 2022** (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** and click on "**Open Recruitments**", select "**Soos Creek Water and Sewer District, WA – Budget and Finance Director**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. Front page top middle and bottom three photos, and page 3 photo provided by PACE Engineers, Inc.

PROTHMAN

www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050