



Silver Lake Water & Sewer District

Work For Us

(425) 337-3647 • www.slwsd.com

About Silver Lake Water & Sewer District

Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

Why Work for Silver Lake?

We offer outstanding careers amidst a positive, supportive workplace with a great work/life balance and excellent benefits:

- \$2,600 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.

How To Apply

The Application Form, full Job Description, and Job Brochure can be obtained by going online at slwsd.com/employment. No faxed applications allowed.

First review of applications begins on April 26, 2024.

Position:

Finance Manager

\$135,130 – \$199,226 annual salary, based on qualifications

This position manages the District's Finance Division and is responsible for Accounting, Payroll, Utility Billing, Financial Planning, Internal Controls, Auditing, Reporting, and Customer Service Functions, including direct supervision of the division's employees. The Finance Manager reports to the General Manager and Board of Commissioners, and coordinates with others on the District's management team. Duties include but are not limited to:

- Trains, supervises, and reviews Finance Division staff.
- Manages all financial operations including payments, deposits, reconciliations, investments, cash management, general ledger, internal controls, and financial reporting.
- Oversees customer service efforts and staff; provides direct customer service on account issues including leaks, disconnections, liens, and other issues.
- Assists the General Manager and other District staff with the preparation and review of procurement documents.
- Prepares, reconciles, and coordinates with District staff, consultants, and the State Auditor's Office for the District's Annual Financial Statement and Compliance Audit.
- Develops, reviews, recommends, and implements District financial policies and procedures, including training.
- Works with the General Manager, staff, and professional consultants on District bond financing and payments.
- With the Technical Services Manager, manages and uses the District's electronic financial management systems.
- Assists the General Manager, staff, and consultants in Capital Facility Plans, Rate Studies, and financial analyses.

Qualifications and Abilities:

Any combination of experience and education that provides the required knowledge, skills, and ability necessary to perform the position. Typically, this would include a bachelor's degree in business administration, finance, accounting, or closely related field; five or more years of applicable experience, preferably in a municipal or utility setting; and two or more years of supervisory experience.