



Job Title:	Finance Manager		
Department/Group:	Executive	FLSA Status:	Exempt
Reports To:	General Manager	Position Type:	Full-time
FLSA:			
<p>An Exempt employee is paid on salary basis (not eligible for overtime/compensatory time) as the position is executive, administrative, or professional in nature and is exempt from both the Federal Fair Labor Standards Act (FSLA) and State Minimum Wage Act.</p> <p>This position serves as the District’s Chief Financial Officer managing the Finance Division and directly supervises the division’s four full-time and two regular part-time employees. The Finance Division is responsible for Accounting, Payroll, Utility Billing, and Customer Service Functions. Tasks include management of assigned staff, management of financial accounting, customer service, internal controls, auditing, debt management, and investment functions of the District.</p> <p>The Finance Manager regularly reports to the Board of Commissioners on financial matters; including but not limited to, income and expense statements, rate forecasts, financial planning, check issuance, annual financial reports, and other analysis as directed.</p> <p>This position reports to the General Manager and coordinates with the other division managers as part of the District’s management team.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District’s standards.</p> <ul style="list-style-type: none"> • This is not a safety sensitive position. • Plans, organizes, assigns, supervises, reviews the work of assigned staff, evaluates, recommends disciplinary action, trains, develops and mentors assigned staff. • Manages the District’s financial operations; including but not limited to, processing and posting of payments, deposits, reconciliations, investments, cash management, general ledger postings, internal controls, and other financial reporting tasks. • Responsible for customer service; reviews and recommends new technologies to promote efficiencies and improve the customer’s experience. • Supervises the billing of water and sewer service charges to District customers, reviews rate tables, and proper calculation of utility bills. • Works directly with District staff, consultants, service providers to produce, retain, and transmit utility bills. • Provides customer service to District customers regarding their account, leaks, service disconnection, lien filing, processing of bankruptcy notices, and other issues related to customers accounts. • Reviews, approves, and communicates the District’s accounts payables, invoices, refund checks, treasurer’s checks, credit card, and other payments. • Assists the General Manger and other District staff with the preparation and review of procurement documents. 			

- Prepares, reconciles, and coordinates with District staff, District 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; trains, communicates, and reviews District financial policies with other District personnel.
- Reviews cash and investments, transfers funds, invests District funds, schedules debt payments.
- Prepares, reviews, and reports to the General Manager, Board of Commissioners, District staff, and District consultants, the District's income and expense statements.
- Works with the General Manager, District staff, and professional consultants, to prepare and take to the financial markets, new or refunded District bond issues. Supervises the timely payment bond principal and interest payments.
- Together with the Technical Services Manager, manages the District's electronic financial management systems, writes queries of the database, assists with the development and implementation of system enhancements.
- Works with the General Manager, District staff, and District consultants to prepare or assist in the preparation of the General Capital Facility Plans, Rate Studies, and other financial analysis.

Work Schedule:

Typically, District office hours. The District has adopted a policy that permits some alternative schedules and hybrid work.

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education: Any combination of experience and education that provides the required knowledge, skills, and ability necessary to perform the functions of the position. Typically, this would include:

- Bachelor's degree in business administration, finance, accounting, or closely related field.
- Five or more years of experience in accounting, finance, utility billing, and budgeting functions, preferable in a municipal or utility setting.
- Two or more years of supervisory experience.

Licensing Requirements:

- Valid Washington State Driver's License.
- Bondable by District's Insurance Carrier.

Knowledge, Skills, and Abilities:

Knowledge of:

- Washington State BARS Accounting Systems and generally accepted accounting principles (GAAP) and standards.
- Cash receipting, utility billing, accounts payable, accounts receivable, and other financial operations.
- General Ledger and Utility Billing Software.
- Financial reporting requirements for a public utility.
- State and federal laws, regulations, and practices.

- Utility rate making principles, financial policies, and budgeting practices.
- Personnel rules, laws, regulations, and practices.

Skills in:

- Effective leadership, supervision, management, and promoting and facilitating team building.
- Effective customer service and de-escalation techniques.
- Analyzing financial data, compiling, researching, and developing recommended solutions to complex accounting and financial problems.
- Operating office equipment and tools such as phone systems, copiers, computers, software, databases, spreadsheets, email scheduling, and other software applications.
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, and the public, sufficient to exchange or convey information and to receive work direction.

Ability to:

- Understand, read, speak, and write English.
- Adhere to District policies and procedures.
- Work with the public and with other members of the organization in a positive and fair manner. Empathize with differing points of view and mediate conflicts amongst employees.
- Handle difficult customer and staff complaints and concerns.

Work Environment:

Environment: Standard office setting; frequent interaction with District staff and the general public; exposure to moderate noise levels.

Physical Work: Incumbents require sufficient mobility to work in an office setting; walk, stand or sit for prolong periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; light lifting and carrying; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District’s policy is to hire only non-smokers, non-chewing tobacco users, and non-vapor users.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	