



Finance/Administrative Manager

Department: Administration Services

FLSA Status: Exempt

Reports to: General Manager

Prepared/Revised Date: January 2020

About the Position

The Finance/Administrative Manager oversees the financial/budgetary operations of the District and oversees the administrative functions including customer service, building operations and maintenance. Provides exceptional service to both internal and external customers.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with our without notice.

- Manage the accounting function; including GAAP financial statements, SAO, Payroll, budget, internal controls, cash receipts and financial ledgers
- Manage the customer service function; including reception, billing, collections and meter services
- Determine, develop and implement policies, procedures and programs applicable to the Financial and Administrative Departments to maintain compliance with local, regional, state and federal laws
- Recommend budgets to management, including staff use, technology, facility and equipment requirements or improvements.
- Monitor work with the county on investment pools and banking services
- Provides expert advice to management, staff teams, and project partners to resolve problems, streamline business processes, and implement best practices
- Review, assess and implement process improvement plans for financial and administration models, practices and planning and ensure the consistency and standardization of the processing and reporting of financial information
- Manage preparation of complex financial reports, supporting financial documents, working papers for audits or information requests; responsible for the development of financial analysis to support district decision making
- Oversee building maintenance including janitorial vendors or staff
- Manage the relationship with third party IT provider; including researching new options, assigning tasks, and approving the work of third party staff
- Oversee the Human Resource function including management of HR third party vendor relationships
- Oversee district records and archives
- Attend board meetings and prepare and present Financial Statements and department activity reports
- Liaison with FEMA during natural disasters

Position Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has supervisory responsibilities. Directly supervises the Accounting Supervisor and Customer Service Supervisor along with 10 indirect reports in the Financial and Administrative Departments.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education, Experience and/or Skills:

- Bachelor's degree (B. A.) in Accounting or Business from four-year college or university or equivalent. CPA is desirable
- Seven (7) years of related experience; or equivalent combination of education and experience, including five (5) years of progressively responsible experience, involving supervision and management of personnel. Experience in a utility environment is desirable.
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting, auditing, and financial standards and procedures.
- Knowledge of Washington State Budgeting, Accounting and Reporting System (BARS) and proprietary fund accounting
- Competent in MS Office Suite
- Demonstrated ability to research, analyze and interpret complex financial and other information to resolve problems/issues, develop alternatives, make business recommendations and to prepare appropriate statements, presentations, and reports
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Understands organizational goals and helps to communicate and motivate peers and subordinates towards achievement of goals and objectives
- Develops subordinates' skills and encourages growth, soliciting and applying customer feedback (internal and external) and fosters focus on quality
- Exhibits sound and accurate judgement; makes timely decisions
- Ability to communicate change effectively; monitor transitions and evaluates results
- Strong desire to meet and exceed customer expectations
- Excellent problem-solving skills including the ability to analyze and interpret complex information and situations to create solutions, take effective actions and communicate objectives/plans
- Strong oral & written communication skills; well-developed public presentation skills
- Must be self-motivated and flexible with the ability to work independently with frequent interruptions to meet deadlines
- Ability to create good working relationship with co-workers, sub-ordinates, management, outside agencies, Board of Commissioners, and the general public, and ability to work well under pressure and stay calm in stressful situations
- Must maintain confidentiality and discretion regarding sensitive information
- Available for off-hours scheduled and unscheduled work/activities

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; stoop, kneel, or crouch.

Work Environment:

The noise level in the work environment is usually moderate.
The employee is occasionally exposed to outdoor weather conditions.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.