



JOB DESCRIPTION

<u>POSITION:</u>	FINANCE MANAGER / TREASURER
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Exempt Staff Position
<u>WORK WEEK:</u>	Monday through Friday
<u>SUPERVISOR:</u>	Board of Commissioners, General Manager
<u>SALARY RANGE:</u>	Range 25 (\$8,970 - \$14,577 per month) effective 1/1/2022

PURPOSE: Act as chief financial officer and treasurer of the Public Utility District, which includes electric, water, wastewater and broadband operations. Manage and direct the finance, treasury, customer service and billing functions of the District in a manner that results in accurate audited financial statements, and efficient and economical use of monies, personnel, equipment, vehicles and materials. Ensure accurate records are maintained to account for all monies received by the District and invest District funds to provide security and the best possible return.

ESSENTIAL JOB FUNCTIONS:

General

- Manage and direct activities of the Financial Analyst, Customer Service Supervisor, Customer Service Coordinator and Financial Coordinator.
- Work with the Controller to develop and maintain good sound internal controls.
- Operate in such a manner as to ensure personal and District compliance with RCW.54 and other applicable federal and state laws.
- Ensure compliance with all relevant tax laws and proper reporting and payment by required deadlines.
- Train employees in financial concepts such as cost-benefit analysis and other financial areas as needed.
- Stay current on software innovations and new applications as they become available.
- Identify and participate in software user groups to ensure efficient application of software at the District.
- Manage and promote ongoing training for all departmental personnel to ensure consistently high levels of internal and external customer service and professionalism.

Finance/Treasury

- Develop financial statistics and economic analysis reports as needed as basis for good decision-making.

Finance/Treasury (continue)

- Manage the budgeting process including gathering of data, departmental meetings, preparation of final documents, monitoring reporting, developing and presenting budget and rate information in public forums.
- Oversee development of Deposits, Charges and Line Extension Unit Costs.
- Develop cost of service, rate analysis and rates.
- Keep all monies securely invested to the full extent possible and as mandated by Washington State law and District resolutions.
- Analyze need for financing; develop and implement appropriate financing options.
- Develop and administer debt and bond issues and ensure compliance with bond covenants and applicable laws.
- Develop cash flow analysis and other monthly, quarterly or annual financial reports as needed.

Customer Service and Billing

- Monitor cashing activities to assure an ongoing high level of accuracy and high productivity levels.
- Manage revenue protection for the Districts Electric, Water and Wastewater accounts.
- Act as the escalation point for the Customer Service personnel to address unresolved issues with customers.
- Be an advocate of excellent Customer Service for Clallam County PUD.
- Utilize interpersonal skills to resolve issues and present a positive public image.

ADDITIONAL JOB FUNCTIONS:

- Perform other duties as directed by the General Manager and the Board of Commissioners.
- Manage the Customer Service, Billing, and Finance employee recruiting and selection process.

JOB STANDARDS:

Skills, Knowledge, and Abilities:

- Thorough understanding of governmental accounting standards, reporting requirements and their practical application.
- Strong teamwork and management skills.
- Strong accounting background and proven ability in hands-on application.
- Must be a self-starter.
- Ability to do public presentations effectively.
- Excellent analytical and people skills.
- Ability to supervise effectively, plan and organize work schedules, make sound decisions, develop solutions to situations and train others.
- Strong leadership ability to enable and empower employees to accomplish the District's goals and objectives through individual and team performance.
- Ability to understand, follow and communicate accurate, clear and concise written and verbal information and instructions.
- Math, reading and writing skills required for the job functions.
- Well-developed knowledge of computer application development in order to determine specifications for software development and/or acquisition.

Experience and Training:

- Bachelor's degree in accounting, finance or other directly related field with extensive coursework in accounting.
- Experience and knowledge of accounting and accounting principles including financial statement presentation.
- Certified Public Accountant license preferred.
- Five to ten years financial management experience, with preference in electric utilities, with progressively greater management responsibilities.
- A minimum of five years supervisory experience or experience directing and overseeing the work of other employees.
- Well-developed computer skills with building spreadsheets and word processing software.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will be performed in an indoor, office environment.
- The job functions include working with persons who exhibit many types of personalities and behaviors.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 40 pounds.
- The work requires the ability to operate office machines, tools, and equipment associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers, customers, elected officials and others, in person and on the telephone.
- Work activities involve walking, climbing stairs, bending, reaching, sitting for extended periods, and lifting and carrying.

EQUIPMENT AND VEHICLES:

- The job duties involve the use of computers, copy machines, telephones, calculators and other general office equipment.
- The job requires driving District vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles and tools.