



## Budget and Finance Director

**Salary Range: \$148,764/annually to \$214,224/annually**

**Soos Creek Water and Sewer District (SCWSD) is seeking a skilled and experienced finance director to join our dedicated team and manage the financial health of our District.** Under the direction of the General Manager, this senior-level position has primary responsibility for directing, coordinating, and managing activities and staff of the Finance Department. The Budget and Finance Director performs a variety of complex professional, administrative, supervisory, and technical accounting and financial functions to manage and maintain fiscal systems and records, periodic and annual financial reporting, budget preparation and oversight, payroll administration, billing and collections, and debt and treasury management. Oversees the Information Technology function for the District including network, cybersecurity, hardware, software, communications, and help desk support elements. Monitors legal and fiscal compliance with federal, state and local regulations. Supervises, trains, and evaluates the performance of assigned staff.

**For a full job description, go to [www.sooscreek.com](http://www.sooscreek.com).**

### **About the District**

SCWSD is one of the largest Special Purpose Districts in Washington State, located in southwestern King County. The District is a public agency governed by an elected five-member Board of Commissioners. We purchase our water supply from Seattle Public Utilities via a 60-year wholesale water supply contract. Our water service area covers approximately 16 square miles and serves more than 67,500 people. Our sewer service area covers approximately 35 square miles, serving more than 114,000 people within portions of Kent, Renton, Covington, Black Diamond, Maple Valley and unincorporated King County.

SCWSD is an exceptional place to work. Our team of 48 employees includes administration, customer service, finance, engineering, water and sewer operations, information systems, and development administration. We are truly collaborative, working together to meet the District's mission of providing reliable, high-quality water and sewer services in an efficient, cost-effective manner. We focus on our customers, we solve problems, and we strive for success and positive results every day.

We are proud to offer an outstanding benefit package to employees and their dependents. We are invested in your success and growth and offer competitive wages, stability, and a friendly, positive culture. Working at SCWSD you will be helping to ensure we continue to provide essential water and sewer services to our customers. We strive to provide a meaningful job and a lifelong career.

## Opportunities & Challenges

- The District is in a very sound financial position with \$55 million in operating fund cash and \$52 million in operating revenue. The District self-funds capital projects and has no long-term debt. Attention to the financial health of the District is a priority for the Budget and Finance Director and plays a critical role in preserving the long-term financial health and resiliency of the District.
- 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.
- Training and career development are supported in the District. Lifetime learning and personal improvement are highly encouraged.
- There are a number of fairly new employees due to retirement of long-term employees, and some key positions are approaching retirement age. Succession planning is a priority for the District's Leadership Team.

## Ideal Candidate

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.

### MINIMUM QUALIFICATIONS:

Knowledge of:

- Financial, statistical, analytical, and projection techniques.
- Management and supervisor theory, principles, and practices.
- District organization, operations, policies, and objectives.
- Cost and revenue analysis.
- Budget control and revenue projections.
- Methods, techniques, and practices of maintaining complex interrelated financial records.
- Governmental accounting, budgeting and payroll principles and practices as prescribed by law, regulations, authoritative pronouncements, and the established standards of professional organizations.
- Spreadsheet, word-processing, and database applications; demonstrated ability to understand database management, development, and reporting theory.
- Cybersecurity principles and practice.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Prepare financial analysis, projections, and forecasts.
- Review and evaluate complex data and make appropriate recommendations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work; and meet schedules and timelines.
- Train, supervise and evaluate personnel.
- 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.

- Make changes as appropriate to the various financial records of the District.
- Develop solid internal control measures to ensure the District provides appropriate segregation of duties for critical processes and adequate safeguards to protect cash and other assets.
- Maintain regular, reliable, and punctual attendance.

**EDUCATION AND EXPERIENCE:**

Experience:

- Ten (10) years of professional level finance/accounting experience in municipal finance with five (5) years management experience.

Education:

- Bachelor's degree in finance, accounting, business administration, public administration, or related Field.
- Master's degree preferred.

**CERTIFICATIONS/LICENSES:**

- Certified Public Accountant and/or Certified Public Finance Officer desired.
- A valid Washington State Driver's License.

Benefits Include:

- Paid Medical, Vision, and Dental for you and your dependents
- Paid Life, AD&D, and Long-Term Disability Insurance
- Voluntary insurance
- Washington State Retirement Plan
- Deferred Compensation Plan 457
- Health Reimbursement Account (HRA/VEBA)
- Continuing education and tuition reimbursement
- Employee assistance program
- 11 paid holidays
- 2 paid floating holidays per year (pro-rated based on date of hire)
- 12 days of paid vacation, increases with longevity
- 8 hours per calendar month of sick leave
- Up to 10 days of jury duty pay
- 3 days paid bereavement leave for a death in the immediate family

Soos Creek Water & Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply. To view a full job description or to apply, go to [www.sooscreek](http://www.sooscreek).