

Finance Manager – Coal Creek Utility District

Reporting directly to the District General Manager and a key part of the senior leadership team, the Finance Manager is responsible for all District finance and administration activities.

Key Responsibilities

- Compliance reporting – SPU Purveyor's report, Water Facility inventory report etc.
- Manage the annual audit by the State Auditor's Office
- Payroll, 1099s, W-2s
- Excise tax reporting
- Monitor and approve utility billing adjustments and water leak adjustments
- Attend evening Board of Commissioner's bi-weekly meetings and report on District financial matters
- Full Charge Bookkeeping
- Reconcile bank statements
- King County fund balances reporting
- Assist in preparation of annual financial statements
- Prepare and submit quarterly reports for the Employment Security Dept., Dept. of Labor & Industries, 941 Federal Taxes etc.
- Sewer Capacity reporting
- Developer Extension administration and invoicing
- Manage billing and accounting software
- Manage 2 direct reports in front office administration and customer service
- Personnel administration – new hire processing, performance assessments etc.
- Backup for A/P and Utility Billing
- Oversee Permit Coordination

Preferred Qualifications

- Bachelor's Degree in Accounting
- 5 years' experience managing in a governmental accounting environment – utility district experiences a big plus
- Hands on experience with automated accounting systems
- Excellent written and verbal communications skills
- Strong interpersonal skills

Working Familiarity With:

- Generally Accepted Accounting Principles (GAAP)
- Microsoft Office Suite and accounting software

Benefits

- Generous medical, dental and vision coverage for employee and family/domestic partner
- Competitive vacation and sick leave package
- Public Employee Retirement System (PERS)
- HRA/VEBA
- Basic life insurance
- Long-term disability
- Training and tuition assistance

Monthly Salary Range: \$6,917 to \$8,333

Coal Creek Utility District is an Equal Opportunity Employer

Please email cover letter, resume, and application to: russell@ccud.org

Applications are available on the District website at <http://www.ccud.org>

Closing Date: August 11, 2017 or until filled