

GREATER AUGUSTA UTILITY DISTRICT

JOB POSTING

Finance Director

The Greater Augusta Utility District is a non-profit public utility that owns and operates a water, sewer and stormwater utility which provides service to multiple communities. These services include sewer collection, wastewater treatment, stormwater collection, drinking water supply and fire protection.

Working with the General Manager, this position is responsible for the execution, management and communication of the District's finances, including financial reporting, budget development, analyses, financial risk assessment, timely and accurate reporting of the District's financial status, and compliance with applicable laws, regulations, and policies.

ESSENTIAL JOB FUNCTIONS

- Oversees all aspects of the accounting and financial reporting activities of the District ensuring compliance with applicable laws, regulations, policies, contracts and GAAP, including:
 - Prepares internal and external financial reports and statements along with all supporting schedules, notes and documentation
 - Coordinates all activities related to the annual independent audit of the District's finances
 - Communicates with all parties for which reports and statements are prepared to assure that the content and format of the reports meets their needs.
- Responsible for identifying and assessing risk in all financial areas of the District and in developing and implementing control procedures to appropriately mitigate identified risk through a system of internal controls.
- Manages the day-to-day activities and activities of finance personnel, including supervision, performance evaluation, hiring, scheduling, employee development, and records management.
- Oversees all District cash accounts; allocating interest earnings, initiating inter-fund transfers, making corresponding journal entries, performing reconciliations, and tracking balances to ensure adequate cash flow.
- Understands all grant compliance requirements, contractual requirements, regulatory requirements and laws that relate to financial activities and is responsible for establishing and maintaining procedures to assure compliance with those requirements including reporting and the maintenance of supporting documentation.
- Assists the General Manager in the development and administration of the budget.

- Assists the General Manager with financial analysis and research in support of labor negotiations.
- Responds to inquiries from other employees, including but not limited to: interpreting and explaining policies and procedures, providing technical assistance, explaining financial reports and preparing budgets.
- Oversees the data entry of all original transactions including accounts payable and receivable, purchase orders, cash receipts, journal entries and similar accounting data.
- Oversees timekeeping and works closely with Human Resources staff to ensure accurate and timely payroll processing.

The successful candidate will have a minimum of a Bachelor's Degree in Accounting, Business, Finance or a related field. Knowledge of accounting, utility and/or public sector finance and computer information systems, with at least five (5) years of related experience, including supervisory experience, or an equivalent combination of education and experience. Experience working with a public utility and MUNIS software is highly desirable.

This is a full-time, non-exempt position with a comprehensive benefit package, pension plan and generous paid time off.

Pay range is \$67,000 to \$91,000 annualized depending on qualifications.

To apply, please submit a cover letter and resume to Human Resources at manair@gaud.ws no later than **Tuesday, May 11, 2021**.