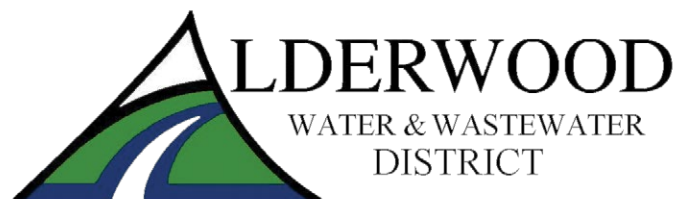




# Finance Director

*Apply for an opportunity to help lead an exceptional organization utilizing industry leading practices in daily operations and capital projects.*

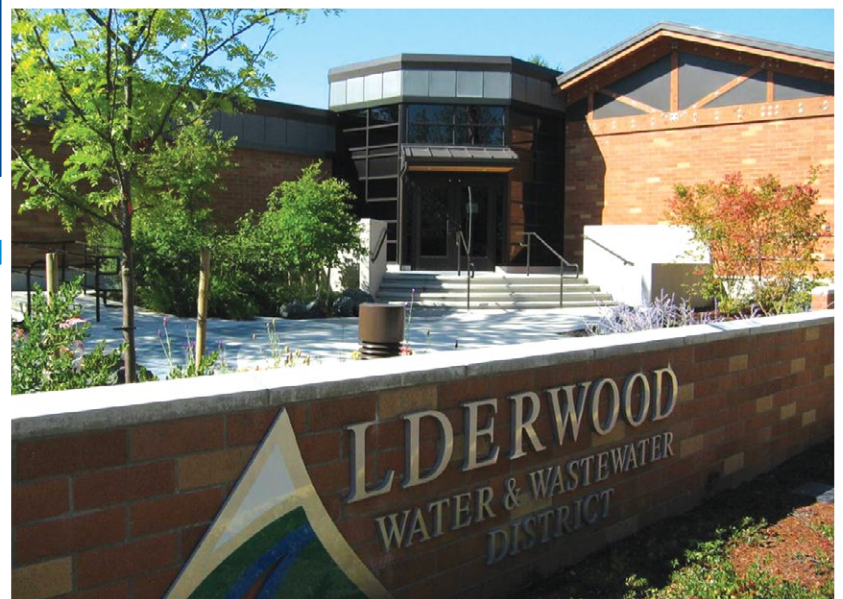


## THE DISTRICT

Alderwood Water & Wastewater District serves a population of 250,000 customers across 44 square miles in southwest Snohomish County, Washington. Formed in 1931, it is the largest special-purpose water and wastewater district in the state with 147 employees and budgets of \$95.49 million operating and \$28 million capital.

The District's water is purchased from the City of Everett and comes from Spada Reservoir, located at the headwaters of the Sultan River about 30 miles east of Everett. From the Spada Reservoir, the water travels through a pipeline to Chaplain Reservoir, where the City of Everett Water Filtration Plant is located. The District's average daily demand is about 26 million gallons per day (mgd) with a maximum day demand of 51 mgd.

The District's wastewater operations commenced in 1966 and treatment is accomplished through the District's treatment plant as well as contracts with King County and the City of Everett. The plant was rebuilt in 2012 and



a capacity upgrade was completed in 2019, making it a state-of-the-art facility capable of processing 6 mgd with a maximum peak-hour flow of 13.2 mgd. Nearly a dozen lift stations are included in these operations.

Snohomish County communities provide an excellent quality of life with a strong local economy, variety of housing options, and excellent schools. Located on Puget Sound, the region's varied topography ranges from saltwater beaches, rolling hills, and rich river bottom farmlands in the west to dense forest and alpine wilderness in the mountainous east. Residents enjoy a moderate year-round climate, with average temperatures ranging from a high of about 75°F in July to a low of about 35°F in January. The Olympic Mountains to the west, across Puget Sound, shelter the area from excessive precipitation coming off the Pacific Ocean.

## THE POSITION

The Finance Director plans, organizes, directs, and controls the functions of the finance department and serves as the District's chief financial officer and treasurer. The position develops and implements policies, procedures and practices for the District's financial systems, and the purchase and investment of District funds.

Essential duties and responsibilities include:

- » Plans, organizes, assigns, supervises, reviews the work of, evaluates, creates improvement plans for, promotes and selects, as well as trains, develops, and mentors assigned staff;



- » Manages the in-house preparation of the comprehensive annual financial statements;
- » Develops and administers the District's operating and capital budget and conducts water and sewer rate analysis; Manages cashflow and projections for both operating and capital cash;
- » Develops and implements a comprehensive financial planning process to optimize the expenditure of District funds;
- » Develops and implements a financial risk management program;
- » Serves as District Treasurer and is responsible for cash management including investments, assessments and debt service payments;
- » Manages utility billing and front desk reception functions and may deal directly with complex and difficult customer service issues;
- » Oversees and coordinates bond sales and related annual filings;
- » Establishes and implements internal controls and internal audits. Coordinates and manages the District's annual audit with the State Auditor's Office;
- » Develops and implements a financial management information system that provides decision support capability to help ensure efficient and effective execution of operational plans; and
- » Keeps the Board of Commissioners and the General Manager up to date on all aspects of District finances and makes public presentations at board meeting and in other venues.

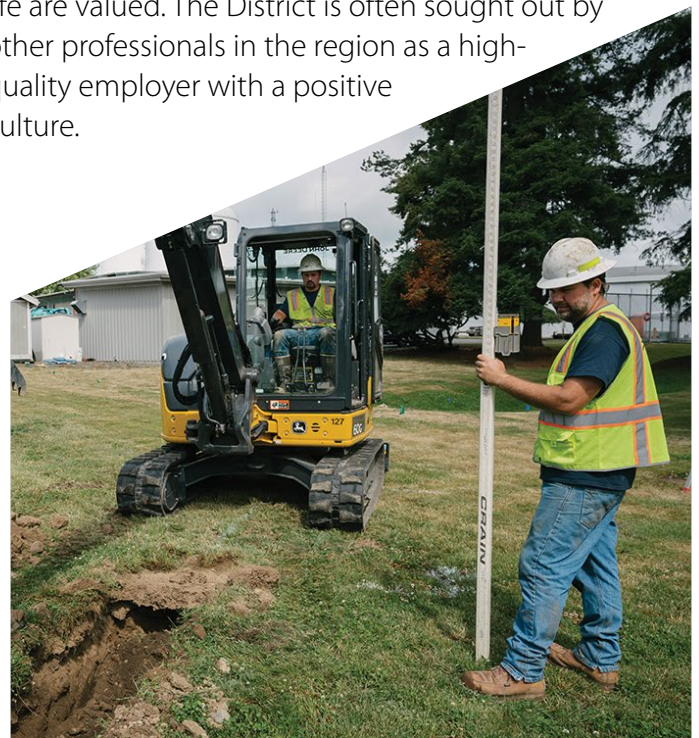
## THE IDEAL CANDIDATE

The new Finance Director should be personable, fair, and lead by example with integrity. Being able to prioritize the most important issues and execute these initiatives with excellence will be a mark of success – practical realism and decisiveness are valued qualities. The

individual should be a team member who coaches and mentors with superb communications skills, particularly with those who are not financially oriented. The selected candidate will lead by example and roll up their sleeves to work with the team.

It will be essential for the Finance Director to continue to foster a culture of progression as a learning organization as well as to champion accountability and transparency of finances so as to maintain the historically positive and stable work environment at the District. Moving to more numeric and fact-based decision making and conducting service level analyses with real-time data will be another mark of success. Candidates with experience utilizing software for tracking performance measures and integrating operations and maintenance data with capital improvement plans would be ideal. Direct experience with bonds/debt issuance, budgets, rate setting, audits, and financial statements is needed while experience with procurement and IT would be helpful.

Career-minded candidates will appreciate the scope and scale of the District as well as its strong liquidity and financial position, which creates some unique opportunities with projects and resources. Strong growth trends will require an eye to the future. New capital projects, strategic planning, and initiatives concerning asset management, sinking funds, and GIS technology will be very engaging for the selected candidate. The District offers long-term leadership among its active and engaged Board, top of class professional development and training opportunities, and a friendly atmosphere among employees where family and a healthy personal life are valued. The District is often sought out by other professionals in the region as a high-quality employer with a positive culture.



To learn more about  
the District, please visit:

<http://www.awwd.com/AboutAWWD.ashx?p=1169>



## QUALIFICATIONS & COMPENSATION

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of professional finance experience including three years of progressively responsible supervisory experience. Public sector finance experience preferred. Master's Degree in Accounting, Business Administration, Public Administration, Finance or related field preferred. Certified Public Finance Officer and/or CPA certifications are desirable.

The salary range for this position is **\$119,040 – 159,528**. The District provides an excellent array of benefits that includes retirement, paid time off, and professional development. For more details on health insurance, please visit: [www.awwd.com/jobs](http://www.awwd.com/jobs)

## APPLICATION AND SELECTION

The position is open until filled with the first review of resumes on **Monday, June 29, 2020** – early applications are encouraged. To be considered for this exceptional opportunity, please submit your resume (including month/year of employment dates, plus staff and budget sizes managed), cover letter, and the names of six professional references (two each: supervisors, direct reports, and colleagues) to: <https://secure.cpsshr.us/escandidate/JobDetail?ID=648>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the District. It is anticipated that a selection will be made following final interviews and the completion of comprehensive reference and background checks.

For more information contact:

**CPS HR CONSULTING**

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