



## Finance Officer

**10/06/2022**

Job Status: Open and accepting applications

### **JOB POSTING**

**TITLE:** Finance Officer

**TYPE:** Exempt, Full-time, DRS PERS Retirement Eligible Position

**OPEN UNTIL FILLED:** First Review October 21st, 2022

**SALARY RANGE:** \$40.18 to \$50.96 hour DOQ

**REPORTS TO:** General Manager

### **DEFINITION**

The Finance Officer is a critical member of a team that provides financial, accounting and customer support services for Water District # 49. The District is located in Burien, Washington.

The Finance Officer performs professional accounting work including the preparation of complex financial statements which require the application of established accounting principles, theories, concepts, and practices.

The Finance Officer will fill-in as Customer Service Representative on an as-needed basis to assist the public with a variety of administrative situations regarding the policies, fees and operational procedures of the District.

The Finance Officer is expected to perform on-going and special project activities as assigned by the General Manager.

This position has no supervisory responsibilities.

### **JOB LOCATION AND EQUIPMENT UTILIZED**

Work is performed in a typical office environment utilizing computers and other standard office equipment. Work is fast paced with frequent interruptions from phone calls and staff. Incumbent is frequently required to sit for extended periods of time while performing keyboard functions.

This position regularly attends bi-monthly Board of Commissioners meetings which are held after normal business hours. Occasional attendance at other meetings, job fairs, training, etc. outside of normal business hours is required.

### **EXAMPLES OF WORK PERFORMED**

- Maintains general and subsidiary automated and manual ledgers; monitors and verifies the preparation and classification of accounting entries such as journal vouchers, invoices, and account receivable billings; may sign payment vouchers; reconciles records; research, finds and corrects errors.
- Prepares financial statements and reports; compiles financial data; develops reports formats; prepares statements and reports such as income statements and balance sheets.
- Makes studies of day-to-day accounting problems and recommends solutions; assists user departments by answering accounting related questions.
- Develops working forms and tasks within general departmental policies and procedures.
- Brings exceptions to accounting principles and standards to the attention of the appropriate level of management.
- Individuals are expected to be skilled in a wide range of clerical matters and to perform independently in accordance with established and general policies and procedures requiring regular interpretation.
- Work situations are both regular and varied and require thorough knowledge of the district's function, policies, and practices. Individuals are expected to meet deadlines and effectively prioritize their time to the work sequence. This position involves some public contact.
- Accounts Payable: review invoices that have been entered into the general ledger for payment. Audit vouchers prior to Board of Commissioners approval
- General Ledger: process monthly journal entries, balance sub-systems to the general ledger, reconcile all cash accounts, generate maintenance and operations reports and distribute to appropriate personnel for review.
- Monthly Financial Reports: prepare the monthly financial reports for review by management and Board of Commissioners. Present quarterly financials to the Board of Commissioners.
- Yearly and Mid-Year Budget: work with management and department supervisors and leads to compile and create the beginning of year and mid-year budgets, present budgets to the Board of Commissioners.
- Asset Management: assign and review annual capital asset inventory, ensure complete records for asset transfer/loss/destruction, update and reconcile capital asset inventory in tracking software and general ledger.
- Annual Financial Report: ensure complete, accurate and timely reporting for the State Auditor's Office Annual Financial Report with CPA and management review. Compute the GASB 67 Pension Liability and GASB 87 Lease Asset/Liability and enter the associated journal entries into the general ledger. Complete the three financial reports: Statement of Net Position,

Statement of Revenue Expenses & Change in Net Position, and Statement of Cash Flows.

- Audits: ensure compliance with the Washington State Auditor's Office Annual Financial Report Audit and Accountability Audit, work with auditors on/off-site, and assist management with rectifying any recommendations or findings
- Work Order management: Assist General Manager to monitor and oversee and track charges on the Work Order Journal. This includes issuing and billing customer. Issuing items from inventory, pricing out equipment, trucks, and labor.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

- Principles, theories and practices of governmental accounting (GAAP/Accrual Based)
- Current accounting developments and trends
- Budgetary principles, practices and procedures
- Internal and operational control concepts, techniques and relationships
- Office policies, procedures, methods and equipment
- Business writing and report preparation
- Laws, rules, regulations and guidelines governing area of assignment
- Research and analysis techniques
- Public Records Act (RCW 42.56)
- State laws and regulations regarding management of records
- Computerized applications, Microsoft Office, and other related systems and software
- District policies and procedures

### **ABILITY TO:**

- Identify procedural problems and develop solutions
- Read, interpret, and apply relevant laws, rules and regulations
- Establish and maintain effective working relationships with other employees, representative of other agencies and with the general public
- Communicate effectively, both orally and in writing with a full scope of knowledge of English, mathematics, legal forms and terms, proper spelling and grammar
- Operate computer terminals and applied software packages
- Work independently and with minimum supervision
- Exercise initiative and judgment and make decisions within the scope of assigned responsibility
- Exercise tact and diplomacy
- Analyze and resolve work related problems
- Maintain District files and other record keeping systems
- Learn Washington laws governing local government financial practices and procedures, Governmental Accounting Standards Board, accounting

practices and procedures, and the requirement of the Washington State Budgeting, Accounting and Reporting System Act

## **EDUCATION AND EXPERIENCE**

- Requires high school graduation or equivalent with a business curriculum, supplemented by approximately 4 years of experience in accounting work utilizing a computerized system or in a similar work environment; OR, any equivalent combination of education and/or experience
- Previous professional accounting experience for a governmental agency preferred
- A valid Washington State driver's license required
- CPR/First Aid certification will be required

## **BENEFITS**

- Medical, Dental, Vision
- Basic Term Life Insurance and AD&D
- DRS PERS Retirement and Deferred Compensation (DCP) plans
- Health Reimbursement Account (HRA/VEBA)
- Optional pre-tax and post-tax Supplemental Benefits
- Paid Vacation, Sick Leave, Holidays and Floating Leave

Water District # 49 is a Drug Free Workplace and an Equal Opportunity Employer

***Email resume and cover letter to [jorganp@wd49.org](mailto:jorganp@wd49.org) or send to Water District # 49, attention Jorgan Peadon, 415 SW 153<sup>rd</sup> St. Burien, WA 98166. For more information, visit our website at [www.wd49.org](http://www.wd49.org) or call 206-242-8535.***

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as directed including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Revised 10/2022

**FINANCE OFFICER  
JOB DUTIES**

GENERAL SCOPE:

- WHEN NECESSARY, ASSIST THE OFFICE STAFF IN MONTHLY BILLING, DELINQUENT ACCOUNTS, CASH POSTING AND MAINTENANCE CHANGE
- HANDLE CUSTOMER COMPLAINTS THAT CANNOT BE TAKEN CARE OF BY THE STAFF
- SOLVE PROBLEMS THAT OCCUR ON THE COMPUTER SYSTEM

ACCOUNTS PAYABLE

- REVIEW ALL INVOICES AND VOUCHERS BEFORE FINAL PROCESSING
- SUBMIT PAYROLL VOUCHERS TO GENERAL MANAGER FOR APPROVAL AND SIGNATURE
- SUBMIT VOUCHERS TO COMMISSIONERS FOR APPROVAL

GENERAL LEDGER

- PERFORM MONTHLY PREPARATION OF MONTH END DATA
- CREATE AND POST JOURNAL ENTRIES
- PRINT MONTHLY REPORTS

PAYROLL

- SET UP NEW EMPLOYEES IN SYSTEM
- REVIEW ALL PAYROLL VOUCHERS BEFORE FINAL PROCESSING
- INSPECT ALL TIME AND PAY BEFORE PAYROLL IS PROCESSED
- SUBMIT VOUCHERS TO THE GENERAL MANAGER FOR APPROVAL AND SIGNATURE
- SUBMIT COPIES OF VOUCHERS TO BOARD

WORK ORDERS

- ISSUE WORK ORDERS AND BILL CUSTOMER WHEN APPROPRIATE
- ISSUE ITEMS FROM INVENTORY
- PRICE OUT EQUIPMENT, TRUCKS, AND LABOR
- TRACK CHARGES ON WORK ORDER JOURNAL

INVENTORY

- ISSUE INVENTORY ITEMS FROM WORK ORDERS
- PRODUCE INVENTORY LIST FOR CREW'S QUARTERLY INVENTORY
- RECONCILE INVENTORY

TAXES

- PREPARE QUARTERLY LABOR AND INDUSTRIES REPORT
- PREPARE QUARTERLY EMPLOYMENT SECURITY REPORT
- PREPARE QUARTERLY PAID FAMIL MEDICAL - ESD
- PREPARE QUARTERLY PAYROLL TAXES
- PREPARE DEPT OF REVENUE

MONTHLY

- RECORD BANK DEPOSITS (CAPITAL FUND/MAINTENANCE FUND)
- BALANCE BANK STATEMENT
- RECONCILE VOUCHERS WITH A/P AND TO THE COUNTY
- RECONCILE WORK ORDER JOURNAL
- CLOSE MONTH IN BILLING SYSTEM

- PREPARE TRIAL BALANCE, GENERAL LEDGER BALANCE AND FINANCIAL STATEMENTS FOR MONTH THAT IS CLOSED
- PRODUCE COPIES OF BANK SUMMARY FOR COMMISSIONERS

#### HUMAN RESOURCES

- MAINTAIN AND UPDATE EMPLOYEE FILES
- SUBMIT INFORMATION FOR ENROLLMENT HCA, PERS, DCP, LTD AND USABLE LIFE ETC.

#### DEVELOPER EXTENSIONS

- BILL ALL EXPENSES – DISTRICT, LEGAL, ETC.

#### CONSTRUCTION IN PROGRESS

- REQUEST REIMBURSEMENT FROM PUBLIC WORKS TRUST FUND FOR CONTRACTS

#### MISCELLANEOUS

- ATTEND AND TAKE MINUTES FOR BOARD MEETINGS
- TYPE UP MINUTES AND GIVE TO GENERAL MANAGER FOR APPROVAL
- NOTORIZE DOCUMENTS FOR THE DISTRICT
- KEEP TRACK OF ALL FIXED ASSETS
- REPORT UNCLAIMED PROPERTY – DEPT OF REVENUE
- PREPARE W-2, W-3'S AND 1099'S FOR END OF YEAR
- OVERSEE AND ASSIST PREPARTION OF DOCUMENTS FOR SHREDDING
- UPDATE WATER CONSUMPTION FIGURES USED BY SEWER DISTRICT
- PREPARE SPU FACILITIES CHARGES FOR NEW CONNECTIONS
- PREPARE YEAR END REPORT TO SEATTLE PUBLIC UTILITIES
- PREPARE ANNUAL ACCOUNTING OF SERVICE CONNECTIONS
- PREPARE ANNUAL CCR REPORT
- PREPARE WATER USE EFFICIENCY
- PREPARE ANNUAL BUDGET
- WORK WITH FINANCIAL AUDITOR TO PREPARE FINANCIAL STATEMENTS
  
- WORK WITH STATE AUDITOR'S OFFICE FOR ANNUAL AUDIT
- REPORT FINANCIAL STATEMENTS TO EMMA (ELECTRONIC MUNICIPLE MARKETS ACCESS)

#### NEW IMPLEMENTATION

- MANAGE, MONITOR AND REPORT ON UTILITY TAX
- MANAGE, MONITOR AND HELP NEGOTIATE FRANCHISE FEES
- MANAGE AND MONITOR EXISTING COVID PAYMENT PLANS