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3626 - 156<sup>th</sup> Street SW • Lynnwood, WA 98087-5021 • 425-743-4605 • 425-742-4562 Fax • www.awwd.com

## Why Alderwood Water & Wastewater District?

### WATER FOR LIFE, **FOREVER**

The Alderwood Water & Wastewater District's (AWWD) mission is to **provide clean, reliable water and wastewater services for a healthy community**. As an organization we strive to build and maintain a system that will function for the next 100 years and beyond. We protect the natural environment, conserve water resources, and provide critical services, every day. Spanning 45 square miles in southwest Snohomish County, the District is the largest special purpose water/wastewater District in the State of Washington.

The District recently adopted a new five year strategic plan that outlines the following strategies: **serve you today, plan for tomorrow, protect our water supply, manage our information and our physical assets, and build a learning organization**. Our staff are engaged in updating the tools and methods we use to serve a growing community more efficiently and effectively.

The District offers a competitive and comprehensive benefits package that includes medical, dental, group term life insurance, short term and long term disability coverage, State of Washington PERS 401(a) retirement plan participation, a deferred compensation match program, a commute reduction incentive, and a wellness incentive.

## The Opportunity: Finance Management Analyst

Come join us as AWWD's Finance Management Analyst! This position will report to the Finance Director and will support the District's mission, vision and values through the development and monitoring of the District's financial policies, customer service programs, and other related analyses and projects.

AWWD is developing an Enterprise Content Management (ECM) program and a new website. We will be crafting resources, tools, processes, and learning opportunities to help maximize the value of these investments. As the District's Finance Management Analyst, you will support the implementation and continuous improvement of AWWD's ECM program and website by providing data, maintaining records, and assisting other end users. You will help with the development of the District's budget and Comprehensive Annual Financial Report (CAFR), and conduct various studies to help achieve AWWD's goals as stated in the District's Strategic Plan and Living Plan. This position also supports the Utility Billing Team.

"Planning for the long tomorrow" is AWWD's guiding principle. We consider our decisions and prioritize resources and programs based on the impact to our customers and community today and for the next 100 years and beyond.

The District embraces the principles of continuous improvement, and you will be expected to analyze processes and make changes that enhance productivity and accuracy. We seek a proactive and lifelong learner, who is interested in pursuing professional development and continuing education opportunities.

AWWD is seeking a candidate that can find success while being flexible and adaptable in a fast-paced and fun environment. Communication skills will be integral in the Finance Management Analyst position.

Our ideal candidate will have strong analytical and problem solving skills and will be expected to facilitate a variety of processes.

Please see the complete job description for further details on the tasks and responsibilities for this position.

The pay range for this position is **\$63,315 - \$84,864 annually, dependent upon experience and qualifications.**

## **Application Process**

This position will remain open until filled, please submit all application materials including a cover letter and resume by **Monday, January 14, 2019 at 8:00 AM** to be considered during the first review of applicants. Please visit [www.awwd.com/jobs](http://www.awwd.com/jobs) for a complete job description and to apply online. The proposed timeline for this hiring process is:

- First review of applications received by 8:00 AM on Monday, January 14, 2019.
- Interview candidates notified by 5:00 PM on Friday, January 18, 2019.
  - Interview schedule (selected applicants will be contacted by Human Resources to schedule):
  - Friday, January 25, 2019 -- Panel Interview and Excel Skills Assessment
  - Second Interviews will be held the week of January 28, 2019.

For questions or other information please contact **HR Analyst Megan Tudor at (425) 741-7931**. Prior to employment, a criminal history background check and reference checks will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.