



## Accounting Manager

**Full – Time with Benefits**

**Salary Range: \$111,768/annually to \$156,480/annually**

**Starting Salary: \$111,768/annually to \$134,124/annually**

**Soos Creek Water and Sewer District (SCWSD) has an excellent opportunity for an experienced Accounting Manager to be part of local government!** The Accounting Manager is a senior technical finance position providing leadership under the general supervision of the Budget and Finance Director. Assists in planning, directing, and managing the Finance and Customer Service Divisions and in overseeing the financial and utility billing functions of the District. Supervises and provides technical support to the Accounting Supervisor and the Payroll/Accounts Payable Specialist. Assists in coordinating department activities and services in support of the mission, objectives, and initiatives of the District.

### **About the District**

SCWSD is one of the largest Special Purpose Districts in Washington State, located in southwestern King County. Our water service area covers approximately 16 square miles and serves more than 67,500 people. We purchase our water supply from Seattle Public Utilities via a 60-year wholesale water supply contract. Our sewer service area covers approximately 35 square miles, serving more than 114,000 people within portions of Kent, Renton, Covington, Black Diamond, Maple Valley and unincorporated King County. The District is a public agency governed by an elected five-member Board of Commissioners.

SCWSD is an exceptional place to work. Our team of 46 employees includes administration, customer service, finance, engineering, water and sewer operations, information systems, and development administration. We are truly collaborative, working together to meet the District's mission of providing reliable, high-quality water and sewer services in an efficient, cost-effective manner. We focus on our customers, we solve problems, and we strive for success and positive results every day.

We are proud to offer an outstanding benefit package to employees and their dependents. We are invested in your success and growth and offer competitive wages, stability, and a friendly, positive culture. Working at SCWSD you will be helping to ensure we continue to provide essential water and sewer services to our customers. We strive to provide a meaningful job and a lifelong career.

**Minimum Qualifications:**

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board pronouncements and implementation.
- Governmental budget development, audit, reporting, and accounting standards.
- Public administrative and management principles and practices.
- Relevant federal and state rules and regulations.
- Billing and collection processes.

Skills in:

- Compiling research and developing recommended solutions to complex problems.
- Managing competing workload priorities and meeting established deadlines.

Ability to:

- Use logical thought processes to analyze problems, identify alternative and creative solutions within available resources, project consequences of proposed actions, draw conclusions, and implement recommendations in support of program goals and objectives.
- Coach and mentor staff under direct supervision.
- Foster a productive and collaborative working environment.
- Develop and implement standardized processes, tools, and formats.
- Locate, identify, understand, and interpret information from financial reports and systems.
- Read, interpret, and apply local, state, and federal laws, regulations, codes, and practices and maintain compliance.
- Proficiently use computer systems and software (i.e. Tyler Technologies Munis software, Office 365) to compose, organize, edit, record, retrieve, and convey information accurately, clearly, and concisely.
- Exercise tact, discretion, and sound judgment in addressing sensitive or confidential matters.
- Understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, be decisive in taking actions and making decisions.
- Prepare and clearly present financial information to non-financial people in oral and written formats.
- Effectively communicate with the public, co-workers, supervisors, subordinates, and elected officials.
- Maintain a professional work environment.
- Employ strong organizational and customer service skills.

**EDUCATION AND EXPERIENCE:**

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, skills, and abilities would be:

**Education:**

- Bachelor's degree in accounting, business administration or equivalent.
- CPA license preferred.

**Experience:**

- Minimum of 7 years accounting experience.
- Minimum of 3 years supervisory experience.
- Public sector accounting experience strongly preferred with municipal utility experience a plus.

**CERTIFICATIONS/LICENSES:**

- A valid Washington State Driver's License.
- CPA license preferred.

**Benefits Include:**

- Paid Medical, Vision, and Dental for you and your dependent(s)
- Paid Life, AD&D, and Long-Term Disability Insurance
- Voluntary insurance
- Washington State Retirement Plan
- Deferred Compensation Plan 457
- Health Reimbursement Account (HRA/VEBA)
- Continuing education and tuition reimbursement
- Employee assistance program
- 11 paid holidays
- 2 paid floating holidays per year (pro-rated based on date of hire)
- 12 days of paid vacation, increases with longevity
- 8 hours per calendar month of sick leave
- Up to 10 days of jury duty pay
- 3 days paid bereavement leave for a death in the immediate family