

## POLK REGIONAL WATER COOPERATIVE

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### **POSITION: Finance Manager (contract position)**

#### **GENERAL DESCRIPTION**

This is an advanced administrative position directing general finance and accounting, including billing, collections, contract/loan compliance and asset management for the Polk Regional Water Cooperative (PRWC).

The PRWC is a newly-formed cooperative agency supported almost entirely by contract staff and engineering, administrative, legal, and financial consultants. This position reports to the PRWC Executive Director and requires an individual with comprehensive knowledge of public utility financial operations, regulatory and audit requirements. Experience with grants, loans, bond issuance and rating agency relations is preferred. An employee in this position supervises assigned vendors and consultants, and will be expected to demonstrate leadership and supervise future staff as the agency evolves into a fully operational Regional Water Supply Authority. Good presentation, communication, analytical and computer skills are also required.

#### **MAJOR FUNCTION**

Provides a leadership role in financial and administrative operations including: development and maintenance of appropriate financial records; development and adherence to financial policy; bond, loan and grant compliance; development of yearly budgets; develop, manage, and review billing and collection operations, management of PRWC assets, funds and accounts, and direction of other fiscal functions within the PRWC.

#### **ESSENTIAL JOB DUTIES**

The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Prepares and administers fiscal budgets for operations, projects, and overall PRWC administration.
- Reviews and approves vendor invoices.
- Assists in the management of vendor contracts.
- Ensures compliance with funding and financing sources.
- Prepares and/or reviews monthly analysis of year-to-date expenditures, account balances, and cash flow.
- Updates and tracks cash flow including projections (PRWC Spend Plan).
- Applies for and manages PRWC loans/grants in coordination with PRWC consultants and vendors.
- Ensures PRWC compliance with bond covenants and other financial regulations.

- Develops, implements, and reviews necessary PRWC Financial Policies.
- Establishes and supports PRWC credit rating goals in coordination with PRWC's financial and utility rate consultants.
- Develops and maintains purchase order system in accordance with PRWC policies.
- Reviews electronic payments such as bank drafts, checks, wires, etc.
- Coordinates PRWC accounting activities and manages consulting accountants, auditors, and financial advisors.
- Develops or approves new or revised revenue billing and collection procedures; works closely with personnel or vendors to ensure the effectiveness of operations and the quality of reporting.
- Implements and oversees PRWC investment plan.
- Assists in development of PRWC financial strategies.
- Assists in developing and maintaining appropriate insurance policies for facilities.
- Compiles and analyzes financial data for CIP and R&R projects.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting, finance or a related discipline from an accredited college or university degree; and
- Ten (10) years' experience in governmental and/or public utility accounting and financial management; and
- Valid Florida State Driver's license.
- Advanced degrees or certifications may be considered for a portion of the experience requirement.

### **ADA REQUIREMENTS**

**Physical Abilities:** Tasks typically will involve a relatively low level of physically demanding work, but may include walking, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects. In addition, you must have the ability to:

- Sit for extended periods.
- Stand for extended periods

**Sensory Abilities:** Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths.

**Environmental Requirements:** Tasks will primarily involve work in a remote location. Travel for periodic in-person meetings within Polk County is required.

**SALARY INFORMATION**

This position in a non-benefited contract position with an expected salary range of \$75,000 - \$95,000 annually. Hours are flexible and will range from 25-40 hours/week.