

Finance Manager

Jackson County Water and Sewerage Authority Jefferson, Georgia

The Jackson County Water and Sewerage Authority is seeking qualified candidates for the position of Finance Manager. The Finance Manager will serve as a key member of the Authority's management team and will be responsible for the financial leadership, oversight, reporting, planning, and daily financial operations of the Authority.

This position reports to the General Manager and requires a person of high integrity, sound judgment, strong technical ability, and excellent communication skills. The successful candidate must be able to work effectively with Authority staff, department heads, auditors, banking representatives, legal counsel, insurance representatives, the Authority Board, and the general public.

The Finance Manager will also likely be elected by the Authority Board to serve as Treasurer of the Authority, subject to Board action and applicable Authority requirements.

Primary Responsibilities

- Provide leadership and supervision for the Finance Department.
- Oversee the Authority's day-to-day financial operations.
- Review and supervise reconciliation of subsidiary accounts, cash accounts, inventory reports, payroll, accounts payable, and general ledger activity.
- Authorize invoices, adjusting entries, closing entries, and other financial transactions as appropriate.
- Serve as the primary contact for the Authority's auditors, banking institutions, rating agencies, and other financial partners.
- Oversee preparation, publication, and dissemination of the Annual Comprehensive Financial Report.
- Ensure financial statements are prepared in accordance with Generally Accepted Accounting Principles and applicable Governmental Accounting Standards Board requirements.
- Prepare periodic financial reports, analyses, and recommendations for the General Manager and Authority Board.
- Assist with rate studies, rate schedules, fee schedules, customer contracts, and financial policy development.
- Provide financial analysis related to debt issuance, debt structure, post-issuance compliance, and long-term capital planning.
- Assist with preparation and oversight of the Authority's operating and capital budgets.
- Monitor financial tracking for long-term construction projects and capital improvement projects.
- Work with other department managers to maintain a cooperative, professional, and service-oriented work environment.
- Attend Board meetings and management meetings as required.
- Perform other related duties as assigned by General Manager.

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration, or a closely related field.
- At least five years of progressively responsible experience in governmental, municipal, utility, public-sector, auditing, or comparable financial management.
- Strong knowledge of governmental accounting, financial reporting, internal controls, budgeting, debt administration, and financial policy.
- Working knowledge of Microsoft Office, including Excel and Word.
- Excellent written and verbal communication skills.
- Valid Georgia driver's license with a clean driving record.

Preferred Qualifications

- Certified Local Government Finance Officer certification through the Carl Vinson Institute of Government, or the ability to obtain the certification within a reasonable period after employment.
- CPA, MBA, governmental auditing background, utility finance experience, or experience managing multiple financial functions within a government entity or corporation.
- Experience with annual audits, ACFR preparation, GASB implementation, debt issuance, rate analysis, capital project accounting, or long-term financial planning.

Assistant Finance Manager Consideration

During this search process, the Authority may also use this advertisement to identify candidates for an Assistant Finance Manager position, depending on the final staffing structure, qualifications of the applicant pool, and the Authority's needs. The Authority reserves the right to fill either the Finance Manager position or an Assistant Finance Manager position through this process, and any appointment will be based on qualifications, experience, and the best interests of the Authority.

Compensation and Benefits

Compensation will be commensurate with qualifications and experience. The Authority offers a competitive benefits package.

Application Process

Interested candidates are encouraged to submit a cover letter and resume in a timely manner to:

Human Resources Department

Jackson County Water and Sewerage Authority

P.O. Box 869

Jefferson, GA 30549

or by email to: hr@jcwsa.com

Position open until filled. An application is not required, but may be requested upon selection for an interview. Candidates selected for interview may be subject to a comprehensive background check and drug screening.

The Jackson County Water and Sewerage Authority is an Equal Opportunity Employer and participates in E-Verify.