



MARSHALLTOWN WATER WORKS FINANCE MANAGER

Marshalltown Water Works (MWW) is dedicated to providing high quality drinking water to Marshalltown and the surrounding area, treating an average of 6 MGD, which is distributed to customers through 170 miles of pipe. Under the direction of the General Manager and Assistant General Manager, the Finance Manager plans, organizes, controls and directs the financial activities of the utility. This role is integral to maintaining the financial integrity and operational efficiency of the organization and requires a hands-on, team approach in financial planning, budgeting, and accounting.

We know that water is a valuable resource – one that plays a critical role in sustaining life, and we take our mission to protect public health seriously. At MWW, we are proud to be united by integrity, respect and the pursuit of excellence to be the best we can be for the customers and communities we serve. Together, the team at MWW uses science, technology, capital investments, and amazing talent to provide clean, safe drinking water. Join our team and make a difference!

The ideal candidate will have a Bachelor's Degree in finance, accounting or a related field; be designated as a Certified Public Accountant; and have at least two years of accounting experience in a governmental organization.

For a posting with the job description and to download the MWW application, please visit www.marshalltownwater.com/employment or request by calling the MWW office at 641-753-7913.

COMPENSATION:

- Salary: \$65,815 - \$92,187/year, depending on experience and qualifications
- Competitive benefits package offered

ESSENTIAL FUNCTIONS:

- Serves as a member of MWW's management team, actively participating in Managers Meetings. Shares appropriate information with General Manager, other managers, and staff.
- Performs various administrative duties with specialized attention to the fact that the information, decisions, and communication involved may be sensitive or confidential.
- Works with the General Manager and Assistant General Manager to develop and maintain long-term financial plans.
- Facilitates and analyzes major public improvement project financing.
- Works with the General Manager and Assistant General Manager to develop annual operating and capital budgets.
- Provides accounting guidance to other MWW departments, assisting with financial information and reporting.
- Maintains accurate financial records for the Water Works in conformance with state law and the Board approved budget; prepare and file reports for Board approval.
- Reviews accounting transactions for accuracy, performs variance analyses, and reconciles accounts as needed.
- Assist or train others in accessing information from the financial system.

- Directs the general accounting functions, including general ledger and accounts payable updates and processing.
- Coordinates with the Administrative Services Manager to carry out payroll functions.
- Prepares financial statements including balance sheets, income statements and cash flow statements.
- Direct and participate in the preparation of cost-of-service rate studies.
- Work with other MWW department managers to develop and monitor performance measures and costs of operation.
- Seeks and manages grant and loan opportunities as needed.
- Oversees the company's accounting efforts in relation to the annual audit.
- Oversees the retention of cash balances in conformance with Water Works policy.
- Participate in MWW's IT initiatives.

ESSENTIAL REQUIREMENTS:

- B.S. degree in finance, accounting or related field and/or equivalent relevant experience.
- Designation as a Certified Public Accountant is highly desirable.
- Two years of accounting experience in a governmental organization is preferred.
- Comprehensive understanding of principles and process of governmental accounting.
- Familiarity with State and Federal rules and regulations regarding utility business systems.
- Ability to independently initiate analyses and solve a variety of accounting and fiscal issues for both long-term and daily operational needs.
- Significant knowledge of computer hardware and software used in the utility environment, including experience with automated accounting financial and billing systems. Advanced user of Microsoft applications preferred.
- Ability to communicate verbally and in writing to the MWW General Manager, other MWW managers, the MWW Board of Trustees, and financial consultants.
- Ability to prepare and estimate budgets.
- Ability to fluidly operate a 10-key adding machine.
- Possession of a valid Iowa driver's license with a good driving record.
- Ability to maintain confidentiality of MWW confidential records.
- 96% Minimum attendance.

ESSENTIAL PHYSICAL DEMANDS:

- Ability to lift 40 pounds.
- Ability to remain seated for long periods of time.
- Frequently uses repetitive finger and hand movement.

ENVIRONMENTAL CONDITIONS:

- Normally inside building.

TO APPLY: Submit completed MWW application, resume and cover letter to:
 Deborah McElroy, Customer Service Manager
 205 E State Street, PO Box 1420
 Marshalltown, IA 50158

Closing Date: This position will be open until filled.

Contact for additional information: Deborah McElroy, Customer Service Manager 641-753-7913