

## MANAGEMENT POSITION OPEN - DUE TO RETIREMENT

The Waukesha Water Utility, directed by a seven member commission, seeks a team oriented, motivated individual to manage the financial, customer service and billing functions at our progressive and historic utility.

### MANAGER - ADMINISTRATION

This position requires a **Bachelor's Degree** in accounting, finance, or other business related field, with a minimum of five years relevant management level work experience and a **CPA**.

Starting salary ranges from \$88,000 to \$110,000 depending on qualifications. Further increases to the top of the range, \$132,000, will be based on performance. We offer an excellent benefits package that includes health, life, dental, state pension, 457k, generous PTO policy, and tuition consideration.



We are located in the heart of downtown Waukesha, near beautiful county lakes and parks.

Downtown Milwaukee and Lake Michigan are just a 20 minute drive.

IT'S NOT BUSINESS AS USUAL AT THE UTILITY . . .

IN A HISTORIC DECISION, THE GREAT LAKES GOVERNORS & PREMIERS APPROVED WAUKESHA'S APPLICATION TO BORROW WATER FROM LAKE MICHIGAN. PLANNING JUST STARTED ON THIS FIVE YEAR PROJECT. VISIT OUR WEBSITE [GREATWATERALLIANCE.COM](http://GREATWATERALLIANCE.COM)



*Using Great Lakes Water the Right Way*

If you are qualified and feel you'd be a good fit for our team, submit resume and cover letter to:



Lynn Gomez: [LGomez@waukesha-water.com](mailto:LGomez@waukesha-water.com), or

**Waukesha Water Utility**

P O Box 1648,

Waukesha, WI 53187-1648

Learn more about us at [www.waukesha-water.com](http://www.waukesha-water.com)

## JOB DESCRIPTION

**JOB TITLE:** Manager - Administration

**FLSA STATUS:** Exempt

**DEPARTMENT:** Administration

**SUPERVISOR:** General Manager

### **PURPOSE OF JOB:**

Under the direction of the General Manager, manage the accounting and financial, customer service, billing, conservation and metering functions. Manage internal and external business services and standards. Encourage team building and empowerment of personnel in the Administrative department. Perform other tasks, cooperate with others and respond to emergencies or unusual circumstances as required or assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise, train, hire and discipline assigned personnel.
2. Manage the planning, implementation and maintenance of financial and accounting functions to ensure compliance with PSC requirements, GASB, and directives and policies of the water commission. Direct the development and implementation of the budgeting and auditing functions to ensure timely and accurate compliance and reporting.
3. Manage cash and investments consistent with Utility policies and procedures and legal requirements to obtain the best return and ensure adequate cash flow.
4. Manage metering functions including acquisition of equipment, meter service calls and meter reading.
5. Manage the conservation program, customer service and billing functions. Coordinate resolution of sensitive or complex customer inquiries and complaints.
6. Manage centralized administrative support services to other departments. Maintain Utility wide written internal and external communication and conventions standards.
7. Coordinate procurement and inventory programs in accordance with policies and procedures.
8. Present recommendations for financial, business, and customer service policies and practices to the Water Commission at regular monthly meetings. Represent the Utility at various intergovernmental meetings, and to employees, the press, and customers, as required.
9. Manage projects relating to rate making, debt procurement, administrative office equipment, billing, financial/accounting, risk management/insurance coverage and meter reading systems.

**LICENSES OR CERTIFICATIONS:** CPA Required

**SKILLS OR EDUCATION:** Requires Bachelor's degree in business administration or a related field; Masters Degree is a plus. Minimum of five years' experience with integrated accounting and financial systems; two years at a management level. Proven experience and familiarity with principles of effective management practices and techniques. Demonstrated interpersonal skills in dealing with staff, elected officials and customers. Considerable knowledge of computer software and hardware programs.

**NORMAL DUTY HOURS:** 8:00 - 4:30. Position normally requires more than 40 hours per week.

### **REQUIRED JOB STANDARD:**

1. Ability to operate computer keyboard and view CRT.
2. Ability to communicate adequately for presentations to public and groups.