



## WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road  
PO Box 1390  
Woodinville, Washington 98072-1390  
(425) 487-4100  
FAX (425) 485-6381

### POSITION ANNOUNCEMENT – Finance Manager

OPENING DATE: February 22, 2023

CLOSING: First Review March 16, 2023 (Open Until Filled)

POSITION: Finance Manager

EMPLOYMENT TYPE: Full time, Exempt.

SALARY RANGE: \$128,709.21 to \$172,482.65 Annual Salary (DOQ)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Join us as Woodinville Water District's Finance Manager. This position reports to the General Manager and is a member of the District's Management Team and is responsible for helping us achieve our mission by leading financial planning, directing, managing, and overseeing the accounting, budgeting, debt service, and payroll & employee benefits functions. WWD is seeking a detailed oriented professional with knowledge and experience of a water utility who is a team builder and practices effective leadership and mentorship.

#### EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills and ability required to perform the job.

Five years progressively responsible experience performing accounting, billing or budgeting functions for a public utility or special purpose district; two or more years supervisory experience.

Bachelor's degree in accounting, business administration, finance or other related field.

Prior to hire, must pass a background check, and a credit check.

Certified Practicing Accountant (CPA) preferred.

#### DISTRICT BENEFITS:

The District offers a full benefits package with full family coverage for medical, dental, and vision. The District offers many other benefits including.

- 12 days of vacation per year. Accrual rate is 3.6924 hours per pay period for the first year of employment.
- 12 days of sick leave per year. Accrual rate is 3.6924 hours per pay period.
- 13 paid holidays per year, including 2 floating holidays (employees' choice).
- Washington State Department of Retirement Systems (DRS), which offers a guaranteed monthly benefit once vesting criteria has been met.

- Employees may contribute to a 457 Deferred Compensation Plan, that the District will match contributions up to 2% of base pay.
- Other benefits offered: HRA VEBA, Flexible Spending Account (FSA), Training and Tuition Assistance, Short-Term and Long-Term Disability Insurance, Aflac and Colonial Life, Employee Assistance Program.

#### WORK ENVIRONMENT:

Work is performed primarily in an office environment.

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing, or pulling 20 pounds. Frequent walking or standing or sitting most of the time and using arms or legs to push/pull.

#### EQUITY STATEMENT:

Woodinville Water District strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age disability, veteran status, genetic information, or any other protected status under federal, state, and local laws. We believe diversity and inclusion among our teammates is critical to the success of our District operations.

#### HIRING PROCESS:

Upon completion of initial review, selected applicants will be contacted for additional information and possible interview. Prior to employment, a criminal history background check and reference checks will be conducted.

#### TO APPLY:

Applicants should apply for the classification they feel is most relevant to their skills and experience. Candidates should indicate which position they wish to be considered for in their cover letter. Submit a completed District Application Form or email resume to [jobs@woodinvillewater.com](mailto:jobs@woodinvillewater.com). Application Forms are available on our website at [www.woodinvillewater.com](http://www.woodinvillewater.com). Applicants who are invited to participate in the interview process will be notified by phone.

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Administrative Services & Communications Manager at [stachibana@woodinvillewater.com](mailto:stachibana@woodinvillewater.com).**

**THE WOODINVILLE WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND MAINTAINS POLICIES FOR A DRUG-FREE AND SMOKE-FREE WORK ENVIRONMENT.**