

# FINANCE SPECIALIST SUPERVISOR

## CAREER OPENING



Clark Regional Wastewater District (District) is seeking a Finance Specialist Supervisor to join their Leadership team. The Finance Specialist Supervisor is a customer service focused professional who supervises the Finance team and works under general supervision. In addition to customer service, the Finance Specialist will also perform some finance functions within the department.

### Key Responsibilities:

- Provides supervision and direction in support of customer service programs and initiatives
- Coordination and management of multiple finance billing/payment systems and assigned department objectives
- Supports the Finance Director/Treasurer
- Management of Finance staff workload planning, performance management and team/individual training
- Accumulates and consolidates data for various fiscal and budget reports and projections
- Maintains accounting records to document funds received or paid on accounts
- Provides high levels of customer service interaction, the ability to manage complex customer inquiries and concerns, including the research required to resolve complex discrepancies and account balance issues

### Qualifications: Skills, Knowledge and Abilities typically obtained through:

- 4 years of increased responsibility in customer service
- 3 years of telephone customer service support
- 2 years post-secondary coursework in accounting or bookkeeping
- 3 years of work experience in an office accounting environment
- 2 years of full supervision responsibility
- Experience utilizing computer accounting software
- Experience in utility billing environment a plus



*"Pride, hard work and team. Staff go out of their way to help, even if it is not in their job description."*

-Vanessa Johnson  
District Senior Project Manager

## BENEFITS

The District provides its employees with the resources to grow professionally and stay happy and healthy. The competitive compensation and benefits provided include:

- 100% employer-paid medical, dental and vision (employee and family)
- Paid vacation and sick leave
- Public Employee Retirement System (PERS)
- Flexible Spending Account (FSA) for medical and dependent care
- Educational assistance program
- Training and development
- Basic life insurance
- Long-term disability

Starting salary range is \$5,213 to \$5,961 per month depending on experience.

## HOW TO JOIN OUR TEAM

Please submit a letter of interest and resume in PDF format to [financejob@crwwd.com](mailto:financejob@crwwd.com).

The position will remain open until filled.

For more information or questions, please contact, Hugh Findlay, HR/RM Director at [HFindlay@crwwd.com](mailto:HFindlay@crwwd.com).

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## About the District

The District's mission is to provide customer-focused, professional wastewater services in an environmentally and financially responsible manner. Formed in 1958, the District serves as one of the largest sewer districts in Washington State, providing reliable, affordable service to more than 100,000 people. The District envisions itself as an active partner in the community, supporting economic development and protecting public health and the environment.

Ensuring residents have access to high-quality sewer service at competitive and stable rates is important. The District achieves this through proactive planning, sound financial management and by taking a regional approach to governance and service delivery. Recent initiatives such as the Discovery Corridor Wastewater Transmission System (DCWTS), Discovery Clean Water Alliance and City of Ridgefield Collection System transfer have not only supported local economic growth, they have helped to ensure low and consistent rates for our customers, well into the future.



The District's unique approach to serving the community has led to recognition with several local, regional and national awards and accreditation:

- Vancouver Business Journal inaugural Catalyst Award in 2015 for the DCWTS.
- Distinguished Budget Presentation Award, 2016, and Certificate of Achievement for Excellence in Financial Reporting, 1988-2016, by GFOA
- Governor's Smart Communities Award in 2013 for formation of the Alliance
- Accredited Agency by APWA for leadership in public works in 2005, 2009 and 2015 (only Special Purpose District in North America)



For more information, go to [www.CRWWD.com](http://www.CRWWD.com)

## Why consider joining the District?

- A customer-focused, professional utility devoted to service!
- A rapidly expanding population base.
- Investing in our employees! Equipping and developing a diverse group of professionals to tackle new challenges and deliver efficient and effective service.
- A healthy work-life balance.
- Rewarding employee service and contributions with a generous paid time off program and robust benefits.



- A great place to work and live. Located in SW Washington. Location is ideal! Enjoy access to affordable homes, a wide variety of outdoor activities, impressive school districts and a foodies paradise at their doorstep. A quick skip across the river to Portland, an hour drive to the mountains or the coast.
- A passion for the community! Whether it is growing food together in the District, presenting at public safety fairs or participating in local parades, the District strives to give back and engage with our community.
- Support healthy communities! Proud to play a key role in supporting economic development along with protecting public and environmental health.
- Make a difference! Big enough to make things happen, but small enough to know everyone! Every employee has the opportunity to make a real difference at work, every day.

