



POSITION: Chief Financial Officer (CFO)

DEPARTMENT: Executive

REPORTS TO: Chief Executive Officer (CEO)

FLSA CLASSIFICATION: Salaried-Professional/Technical, Exempt

SALARY RANGE: \$115,000.00 - \$135,000.00

POSITIONS SUPERVISED: Comptroller, Billing, Data Processing, Purchasing and Customer Service Manager

POSITION SUMMARY: The CFO performs administrative, technical, and managerial work related to maintaining the Authority's financial performance, financial strength and protecting the Authority's financial asset base. The CFO supervises the Comptroller, Billing, Data Processing, Purchasing and Customer Service Manager in the performance of operational duties and responsibilities; manages and oversees all financial functions of the Authority; reviews and approves disbursement of funds; develops and administers budgetary, financial and investment programs and annual operating and capital budgets; interprets financial data and makes recommendations; ensures compliance with trust and loan agreements; forecasts funding needs and oversees debt management; reviews financial impacts of employee and other insurance programs and purchasing.

ESSENTIAL FUNCTIONS:

1. Supervisory: Supervises Comptroller, Billing, Data Processing, Purchasing and Customer Service Manager in the performance of operational duties and responsibilities; schedules and assigns work, establishes work standards, procedures and rules; evaluates performance; provides feedback; reviews and approves timesheets and leave requests and generally oversees the effective operation of the WVSA Business Office.
2. General financial: Manages and oversees all finance functions including payroll, accounts payable and accounts receivable; plans, coordinates, develops, and administers business functions of the Authority, including cash management, purchasing, billing, financial reporting, budget preparation, monitoring and reporting. Monitors cash flow and day-to-day financial transactions. Provides general oversight over billings, collections and minimizing delinquent accounts, customer service and bookkeeping including the reconciliation of bank statements, maintenance of the chart of accounts and general ledger, and the posting of all funds to the appropriate accounts and the transferring of funds between accounts. Ensures compliance with generally accepted accounting principles.

3. Relationship with Board of Directors and other outside entities: Develops, collects, and disseminates information to the Finance Committee as necessary or requested; acts as liaison with Trustee and custodial bank officials, professional financial service firms such as financial advisors, rate and management consultants, rating agencies, auditors, accountants or attorneys and manages the evaluation and recommendation for selection of financial advisors.
4. Expenditures and Revenues: Shares responsibility with CEO to approve all funds disbursed by the Authority; manages the collection of revenues; reviews and approves (directly or by authorized delegation) of all financial transactions by signing requisitions or vouchers or other documents.
5. Purchasing: Oversees purchasing activities; directs purchasing through state piggy back programs or other pooling programs; oversees materials management and recommends and ensures compliance with purchasing and inventory policies.
6. Budget: Develops, with staff assistance, the annual operating and capital budget for consideration by the Board; administers the budget and analyzes fee schedules and timely forecasts and recommends updates as necessary.
7. Administrative: Develops and maintains Standard Operating Procedures for financial functions and ensures completion of a current Financial Policy Manual; maintains permanent financial, accounting, and business files in accordance with policy and applicable laws; recommends financial policies and procedures; supervises continuous audits of departments that handle cash and supervises accounting transactions.
8. Maintains inventory of all capital assets and purchases.
9. Ensures compliance with trust and loan documents and other agreements that relate to bond issues, notes, and other matters; prepares annual continuing disclosure reports and ensures timely filing of arbitrage reports.
10. Grants and grant administration: Works with Engineering Director to actively identify, prepare and submit grant applications and to administer grants.
11. Investments: Meets with investment advisors to discuss investment options and to review and recommend investment options to the CEO and Board.
12. Operational: Analyzes operational expenses and revenue requirements and projections; works closely with operations staff to develop strategies and policies to reduce operational costs and improve efficiencies.
13. Oversees insurance procurement and monitoring and oversees claims reporting in coordination with the Solicitor.

14. Coordinates timely preparation and submission of Single Audits, when required.
15. Ensures timely compliance with all financial related, reporting and advertising provisions of the Pennsylvania Municipality Authorities Act, as amended from time to time

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Qualifications for this position are a Bachelor's degree in Accounting, Finance or related field (MBA preferred). Professional accreditation (e.g., CPA, CFA) is also preferred. At least 7-10 years of progressive experience in finance or accounting, preferably within the public sector. A master's degree and auditing background are desirable and strongly preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Management experience – Proven abilities in managing teams and motivating employees for high performance. Specific experience in managing administrative departments such as accounting, payroll, customer service, information technology or human resources is a plus.
- Technology skills - Hands-on experience with accounting software, financial analysis software, and spreadsheet software.
- Knowledge of finance, economics, and accounting, including economic and accounting principles and practices, reporting of financial data.
- Knowledge of administration and management, such as business and management principles involved in planning, budgeting, forecasting, resource allocation, leadership technique, operational methods, and coordination of people and resources.
- Excellent oral, written and interpersonal communication skills.
- Problem solving, critical thinking, and judgment / decision-making skills.
- Extensive experience in senior financial managerial roles, with a proven track record of success.
- Excellent knowledge of data analysis and risk management
- Proficient in the use of MS Office and financial management software
- Strong leadership and organizational skills.
- Strong ethical standards and a high level of integrity.
- Excellent time management and prioritization skills.
- Resource and financial management skills.
- Active learning - understanding the implications of new information for both current and future problem-solving and decision-making.
- Problem Sensitivity -The ability to tell when something is wrong or is likely to go wrong.

- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas - The ability to come up with a number of ideas about a topic.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Work in an office environment.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested applicants should forward their resume, references and WVSA application in a sealed envelope to:

WVSA CFO Search

Attn: Kimberly Philbin, HR Manager

PO Box 33A

Wilkes-Barre, PA 18703

Hard copies in a sealed envelope may also be dropped off at the WVSA Security Gate on WVSA Drive, Hanover Twp. PA.

Emailed submissions will not be considered. Hard copies only please.

Application deadline is February 9, 2024.

The WVSA is an Equal Opportunity Employer and maintains and observes policies that do not discriminate against any person, regardless of your immigration status, on the bases of: race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity), age (40 and older), disability or genetic information.