

Finance Manager

Reports to: Executive Director

Status: Executive, At-Will, Exempt

Summary:

The Finance Manager oversees the Finance Division of the South Texas Water Authority (a Texas Water Conservation and Reclamation District) and two non-profit Water Supply Corporations, ensuring efficient operations across financial management, accounting, payroll, utility billing, and customer service functions. This executive-level position provides strategic leadership and maintains oversight of diverse and complex financial and customer service activities while ensuring compliance with regulatory requirements and maintaining confidentiality.

Key Responsibilities:

- Financial Management:
 - Plan, structure, and evaluate financial and utility customer service operations.
 - Oversee accounting activities, including the general ledger, accounts receivable/payable, fixed assets and debt service requirements.
 - Ensure compliance with financial regulations and establish internal controls.
- Customer Service Oversight:
 - Supervise account setup, billing, collections, and related customer service activities.
- Leadership and Supervision:
 - Provide effective leadership, including goal setting, motivation, coaching, evaluation, and accountability for the Finance Division.
- Reporting and Compliance:
 - Prepare budgets, financial reports, and regulatory filings.
 - Coordinate the annual audits and develop the Annual Comprehensive Financial Report.
- Investment and Banking:
 - Manage banking relationships and oversee investment activities.
 - Monitor investment performance and ensure compliance with policies and regulations.
- Stakeholder Engagement:
 - Represent the Authority with the public, financial institutions, vendors, and other entities.

Qualifications:

Knowledge:

- Financial analysis, budgeting, and investment principles.
- Generally Accepted Accounting Principles (GAAP) and/or Governmental Accounting Standards Board (GASB).
- Banking, risk management, purchasing, and payroll.
- Customer service processes, including billing, collections, and recordkeeping.

Skills:

- Organizing and prioritizing tasks for self and team.
- Making decisions with accuracy under pressure.
- Performing complex accounting and financial analyses.

Abilities:

- Adapt to change and quickly learn policies and procedures.
- Lead and inspire a diverse team.
- Advise the executive team and Board of Directors effectively.

Education & Experience:

- Experience: 7-10 years of progressive financial management experience, including at least 2 years supervising professional staff.
- Education: Bachelor's degree in accounting, finance, public administration, or a related field. Relevant experience may substitute for education or vice versa.
- Experience with Black Mountain Software, is preferable but not required.

Desirable Qualifications:

- Familiarity with governmental accounting.
- Experience with water utilities or public agencies.

Special Requirements:**Chief Tax Assessor Responsibilities:**

- Meet state statutory requirements as Tax Assessor.
- Obtain and maintain registration as a Tax Assessor for the Authority.

Co-Investment Officer Duties:

- Manage the Authority's investment portfolio in compliance with the Public Funds

Investment Act (PFIA) and investment policies.

- Regularly report performance and ensure liquidity for operational needs.

Certifications:

- Valid Texas Driver's License with a safe driving record.
- Certified Public Accountant (CPA) designation preferred but not required.

Physical Requirements:

- Ability to lift, push, or drag up to 25 pounds.
- Acute hearing and clear vision for reading standard text and computer screens.

And all other job duties assigned by the Executive Director/designee or Board of Directors.

Revised: January 2025