

**Controller**

**Rogers Water Utilities is currently interviewing for a Controller. This position will focus on accurate and required accounting practices for the utility as well as oversight of all financial components, immediate direct reports, and the operations and staff working under those direct reports. Will provide input and recommendations to the Superintendent regarding bonds, budgeting, financing, investments, customer issues and concerns, FOIA requests, legal issues and requirements, and on-going accounting and regulatory changes that would affect the utility and its operations.**

**Responsibilities:**

* Thorough understanding of fixed asset accounting. Must compile and reconcile RWU construction in progress on a monthly basis with input from the Utility Engineer, and assist the fixed asset accounting clerk with monthly maintenance of the fixed asset records and accounting. Likewise, must thoroughly understand the RWU fixed asset policy, calculate and record purchases and disposal of fixed assets and record and reconcile depreciation.
* Responsible for all general ledger duties. This includes reconciliation, maintenance, preparation, and posting.
* Oversight of monthly bank reconciliations and bank transfers.
* Reconciliation of investments and accrued interest.
* Review, printing, distribution of monthly and annual accounting reports.
* Preparation of audit work papers and distribution of audit reports.
* Assist, guide, and spearhead the annual budget preparation and presentation.
* Oversight in posting operating budgets to the general ledger.
* Oversight of unclaimed property accounting and reporting.
* Oversight of H2O program accounting and reconciliation.
* Compliance with state laws for storage, maintenance, and destruction of accounting records.
* Oversight of compiling data for monthly office report.
* Oversight of payroll process (ability to assist when needed).
* Oversight of AP billing, processing, printing, and payment.
* Oversight/Research of outstanding invoices or credits.
* Oversight/Editing of A/P reports.
* Oversight of A/P files for current and previous fiscal years.
* Preparation and dispersing of 1099’s.
* Working knowledge and understanding of customer billing process, meter reading, billing cycles, shut off/disconnects, and collection processes.
* Understanding and ability to post payments and adjustments to customer accounts.
* Ability/Oversight and knowledge to balance daily cash.
* Ability/Oversight to post daily transactions, review, reconcile, and post cash receipts journal.
* Represent RWU in a professional manner.
* Ability/Oversight to reconcile accounts receivable and customer deposit control accounts on a monthly basis.
* Ability/Oversight to reconcile monthly solid waste collections and forward payments to solid waste company.
* Ability/Oversight to review/prepare monthly sales tax reports and sales tax electronic payments.
* Ability/Oversight in processing federal and state payroll taxes, and other employee benefits including health insurance, life insurance, disability insurance, and deferred compensation as well as other employee withholding payments. Must be able to prepare quarterly payroll tax returns and reconcile and prepare W-2’s.
* Oversight/Involvement in customer interaction, problem solving, solutions for past due accounts, discrepancies, and overall concerns brought to our attention by the customer.
* Provide direction, planning, mentoring, guidance for direct and indirect staff members.
* Conduct team meetings as necessary.
* Responsible for assisting HR regarding disciplinary issues (including terminations) for members of your team.
* Providing oversight and accountability for your direct reports (Office Manager, Senior Accountant, and Accounting Assistant) and indirect reports (all CSR 1 and CSR 2 staff).
* Providing reports, presentations, and feedback to Commission.
* Preparing reports and gathering information as requested/needed for Superintendent.
* Promoting an atmosphere of cooperation and assistance for customers, departments, and departments heads.
* Communicating equipment and supply needs in advance for Finance Department.
* Coordinating and assisting auditors in annual audit and presentation of said audit to Commission.
* Providing assistance to Office Manager, Senior Accountant, and Accounting Assistant for employee issues, problem solving, internal policy interpretation, customer issues, and conflict resolution.
* Proficient in communication skills, including but not limited to written and oral communication, presentations, video/audio meetings, and small group settings.
* Coordinate and manage annual property insurance renewal.
* Coordinate and manage annual vehicle insurance renewal.
* Coordinate and manage new vehicle licensing and insurance.
* Allocate and prepare documents for annual workers compensation reporting.
* Prepare and report annual cash flows for publication.
* Periodic review of inventory balance to actual.
* Participate/guide/implement upcoming Tyler Software timesheet program and City Works software for that portion that applies Finance.
* Understand and have a knowledge of GAAP and GASB principles.

**Qualifications:**

* Requires a Bachelors Degree in Accounting (CPA also required).
* 5 years related experience and/or training and 5 years management experience.
* 10 key skills.
* Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
* Ability to define problems, collect data, establish acts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Must be available to work regular schedule from 8:00 am to 4:30 pm – Monday thru Friday. (schedule may vary depending on operational needs)
* Must be able to represent RWU in a professional manner.
* Steady and Consistent Work History
* Must be knowledgeable in Word, Excel, Power Point, Microsoft Office.
* Must be self-motivated.
* Ability to successfully navigate intense mental demand situations.
* Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
* Promote and project and environment that provides accurate data and answers. Minimizing errors and their impact upon customers (both internal and external).
* Able to attend and present at all Commission meetings and when necessary, City Council Meetings.

**SECURITY / SAFETY SENSITIVE POSITION**

Based on definitions in the RWU Employee Policy Manual this position meets the criteria to be defined as a Security or Safety Sensitive position. As a result of this determination any employee working in this position is required to disclose to their Department Manager or Superintendent the use of any prescribed medication, including marijuana, which has the potential to impact the employee’s ability to perform the duties of their position.

**Who We Are:**

**Rogers Water Utilities** is committed to preserving the public health and the natural environment. The employees of Rogers Water Utilities are highly trained and service-oriented. We want to serve you in the most efficient, courteous way possible.

**Preferred Knowledge/Skills:**

Experience with Tyler Software (AP and Timesheets), City-Works, and Timmons. Past experience in a City Utility would be helpful.

**Benefits:**

* Medical, Dental, & Vision Insurance beginning first of month after completing 30 days. (very competitive premiums)
* Company paid life and long-term disability plans
* Paid Vacation and Sick Days
* Retirement Plan (APERS)
* 12 Paid Holidays
* Salary - $48.74 - $73.10
* Full Time Position