



PUD

Jefferson County
Public Utility District

CONTROLLER

\$84,000 - \$96,000

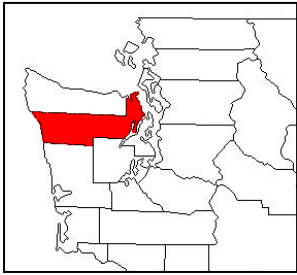
Plus Excellent Benefits

Apply by
May 15, 2016
(open until filled)

***P*ROTHMAN**



WHY APPLY?



Located on the Olympic Peninsula in Western Washington, Jefferson County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities you can find. Accessible

by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.

This is an excellent opportunity for the right senior level finance professional looking to make a difference in a region that takes pride in its spectacular natural beauty and way of life.

THE COMMUNITY

Jefferson County is located on the Olympic Peninsula in Western Washington. With a population of approximately 30,000 residents, Jefferson County offers everything from a peaceful rural environment to the urban center of Port Townsend. The City of Port Townsend is a spectacular Victorian seaport designated as a National Historic Landmark and famous for its Victorian Homes Tour, Wooden Boats, and Rhododendron Festivals. The community of Port Townsend is as varied as the geography that surrounds it.

Historically, Port Townsend was a major seaport in the 1800's, and most of that era's original architecture has remained. Port Townsend is the only incorporated city in Jefferson County and is the county seat. Founded in 1851, Port Townsend is located just under 60 miles northwest of Seattle. The city has a population of approximately 9,300, though the city's spectacular festivals, art galleries, other unique attractions bring over a million visitors each year.

From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the city as it sits at the northeast end of the Quimper Peninsula. Jefferson County is also home to the beautiful Olympic National Park.

Three basic regions comprise the Park: the Pacific coastline, the Olympic Mountains, and the temperate rainforest. The Park offers beautiful scenery and many activities for the outdoor enthusiast to enjoy.

Originally planned to be the "New York of the West," the city went through a building frenzy in the late 1880s and early 1890s, only to have the railroad head up the east side of Hood Canal to Seattle instead. This change however left gorgeous architecture gracing Port Townsend, both with its commercial buildings downtown and lovely, elegant mansions uptown.

THE DISTRICT

Jefferson County Public Utility District NO.1 was formed in 1939 and is one of 28 PUDs in Washington. Located on the Olympic Peninsula, the PUD currently provides water, sewer, electrical and whole telecom services to Eastern Jefferson County. In 1953, Jefferson PUD was part of a consortium that attempted to buy portions of PSE's electric utility, but that effort was unsuccessful. In November 2008, the PUD was authorized electrical authority through a vote of the citizens, and negotiated the purchase of PSE electrical assets in Eastern Jefferson County. Beginning in 2013 the PUD's annual revenues increased to around 30,000,000 dollars a year. In addition to its enterprise activities, the PUD collects tax revenue for water and electric conservation. The PUD has approximately 18,500 electrical meters, 4,200 water meters, and 400 sewer customers.

Headquartered in Port Hadlock, the Utility has 43 employees and an annual budget of about \$33 million. The District plans to employ over 50 employees by 2018. The PUD is served by a board of three elected commissioners who serve six year terms.





THE POSITION

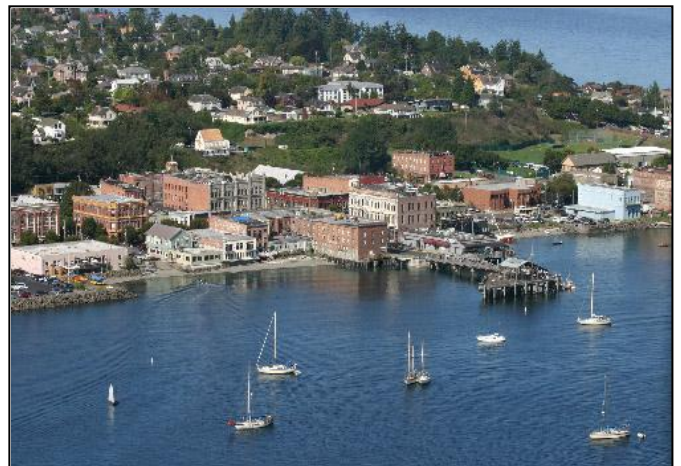
Reporting to the Chief Financial Officer, the Controller plays a key role in executing the PUD No. 1 of Jefferson County's mission, strategy, and commitment to providing safe, reliable and cost-effective utility services to PUD No. 1 of Jefferson County customers. The position shares responsibility with other members of the management team for creating and supporting a dynamic, skilled and engaged work environment that provides for, encourages, and supports the operation to achieve a safe and healthy PUD culture.

The Controller will be responsible for the overall management of the PUD accounting system – including, but not limited to, fiscal policies, cash management, process improvement, internal controls, financial reporting, annual audit, and special projects, and work to ensure compliance with Federal, State, and local laws, regulations, codes and/or standards. This position will oversee the timely and accurate processing of customer payments and payments to vendors and employees, reviewing and improving processes, preparation of reports, and maintenance of the detailed records required by the State and RUS. The Finance Department currently employs 11 FTE's. Positions in the department include a CFO, Payroll and Accounts Payable, Work Order Accountant, 5 Customer Service Representatives, and 3 employees in Utility Billing.

Responsibilities include:

- Assist with and direct, the development of standards for performance and process that leads PUD operations to exceed its goals related to customer service, organizational improvement, and employee development.

- Supports the PUD's mission by providing financial information and support to management through the researching and analyzing accounting data and preparing reports.
- Support the monthly close and preparation of routine reports.
- Maintains accounting controls through process evaluation, testing and employing a continuous improvement philosophy.
- Documenting financial transactions, recording accounting entries.
- Conducts process reviews, performs tests and audits of processes.
- Understands requirements for documentation in work papers, disclosures and memos
- Demonstrated ability to document a broad range of technical issues.
- Guides accounting staff by answering questions, training and serving as back-up as needed.
- Maintains technical and professional knowledge by attending educational workshops and professional training.
- Prepares special financial reports/studies by collecting, analyzing, and summarizing accounting information, market trends, business metrics, and industry factors to provide insight to the Board of Commissioners.
- Maintains financial security by building, improving, and enforcing internal controls.
- Assist in the management of contracts, grants and other detailed administrative requirements that occur commonly in the operation of public utilities. Assist with the management of governmental agency requirements, contractors, consultants and other projects to ensure successful completion of the projects and achievement of the project's goals. A skilled project manager and administrator.





OPPORTUNITIES & CHALLENGES

Small Workforce

Jefferson County PUD has a relatively small staff, requiring and allowing for a variety of tasks and missions to be accomplished by the Controller, given time and desire.

Increase and Expand Skills

The PUD is an RUS borrower requiring special accounting skills, and is a municipal organization requiring the related accounting and controls. The PUD has an annual budget of over 30,000,000 and is implementing NISC accounting and billing program. The Controller will also have the opportunity to work with water, sewer, electrical, and telecom funds.

Advancement in the PUD

The PUD continues to expand its roles within Jefferson County requiring an increasing number of employees with unique skill sets. The aging work force will also allow for internal advancement.

IDEAL CANDIDATE PROFILE

The ideal candidate will demonstrate a strong understanding of GASB with experience in utility systems accounting. A CPA, CMA or MBA are considered a plus. Working to improve processes in the office or in the organization as a whole are traits displayed readily by the right individual. Approaching the job with an entrepreneurial, consultant like view to take ownership and solve issues is second nature to the right person. A competitive candidate will know Excel and be able to apply it for analysis in key decision making. Prior positions

in professional accounting showing upward moment can be in the preferred candidates materials. Communicating in speech and writing with a wide range of people from customers to PUD board members is a evident skill in the ideal candidate. Making well prepared and effective presentations to the public and PUD Board during its meetings can be demonstrated by the selected candidate. NISC software user experience is helpful as is past success deploying new utility/billing software systems while the company is actively operating. Experience in RUS financing will send candidates to the front of the line. Also experience performing accounting for a government operated utility is a significant plus.

EXPERIENCE & EDUCATION

This position requires a Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, or a related field. A Masters Degree and/or CPA, CIA, or CMA certification is preferred. Candidates must have a minimum of ten (10) years progressively responsible experience in accounting, finance, fiscal services/administration, or other utility related financial position. Significant progressive knowledge and experience with GAAP, GASB, accounting systems, internal controls, ratemaking/cost analysis, plus a minimum of five (5) years of experience managing and supervising staff is required.

Experience in the PUD, RUS accounting experience, and experience in the utility industry is a plus. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. A valid Washington State drivers license, or the ability to obtain one before hire is required.



COMPENSATION & BENEFITS

- **\$84,000 - \$96,000 DOQ**
- Full Medical/Dental/Vision Coverage
- Short Term & Long Term Disability
- Personal & Sick Leave
- 10 Paid Holidays, 1 Floating Holiday



Please visit
www.jeffpud.org

Jefferson County PUD is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 15, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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