Kitsap Public Utility District is seeking applications for the position of Finance Director. The Finance Director is considered part of KPUD’s management team and is responsible for short and long-term financial planning, budgeting, financial presentations and ensuring an orderly flow of financial activities. The Finance Director reports to the General Manager.

About Kitsap Public Utility District: Kitsap PUD is a Washington municipal corporation authorized under Chapter 54 Revised Code of Washington. The District provides drinking water, wastewater and telecommunications utilities to multiple communities and maintains a countywide water resource monitoring program. KPUD currently employs 60 staff.

Currently, the District operates 30 Group A public water systems that serve approximately 16,000 mostly residential services.

KPUD’s wastewater program operates a new Membrane Bioreactor (MBR) wastewater treatment plant that serves the historic town site of Port Gamble.

KPUD’s Telecom program has deployed over 300 miles of broadband fiber throughout Kitsap County and is actively engaged in increasing broadband access amongst Kitsap’s unserved and underserved communities.

Through an agreement with Kitsap County, the District maintains a comprehensive water resources monitoring program to record data on Kitsap’s rainfall, streamflows and aquifers.

Principal Duties: The Finance Director is responsible for:

- Drafting and managing the District’s budget ($14 million in 2019).
- Hiring and managing finance staff.
- Ensuring compliance with all regulations, standards and legal requirements affecting District finances.
- Preparing financial reports as required.
- Managing the District’s cash funds, bonds, grant processing and audits.
- Helping KPUD management develop appropriate rate structures.
- Overseeing District inventory/asset management and recordkeeping.
- Assisting underwriter/financial advisor in developing official financial statements.
- Attending and participating in KPUD’s Board of Commissioner meetings and others as requested.
- Processing District payroll.
- Managing and archiving District financial records.
- Performing other duties as assigned by the District’s General Manager.
**Challenges and Opportunities:** The Finance Director can anticipate the following challenges and opportunities:

- KPUD staff and Board of Commissioners have expressed interest in moving from an annual budget to a biennial budget. The Finance Director will guide that transition.
- With ever increasing drinking water regulations, many private and/or community owned water systems are looking to KPUD to either manage or consolidate their water systems. To do so, KPUD may look to bond, state or federal funding. The Finance Director’s guidance will be important in establishing the funding sources and rates for new services provided.
- KPUD is experiencing an increased demand for broadband services. The KPUD Telecom Utility will need to seek bond, state and/or federal funding to provide broadband to underserved and underserved areas throughout Kitsap County.
- The District is deciding whether to remain at and restructure the existing KPUD facilities or build new facilities on recently purchased land. The Finance Director will play an important role in that decision making process.

**The Ideal Candidate:** The ideal candidate will:

- Possess knowledge of utility accounting systems, principles and practices; auditing techniques and principles; applicable local, state and federal laws; and GASB requirements.
- Have good written and verbal communications skills.
- Be proficient with multiple operating programs including Microsoft Office, applicable accounting software, and video conferencing tools.
- Be able to adopt and adapt to Kitsap PUD’s Culture of Yes. This requires flexibility, including financial, to respond to community needs and requests as they present themselves.

**Qualifications:**

- A Bachelor’s Degree in Accounting, Finance or Business. Master’s Degree preferred.
- A minimum of three years of continuous experience with increasing responsibility in accounting and/or auditing at a utility.
- CPA is desired but not required.
- Previous experience in a supervisory role preferred but not required.
- Applicants must pass a drug test, background, consumer credit and driver’s checks.

**Compensation:** The salary range for this position is between $100,000 and $135,000 depending on qualifications. The position also provides the following benefits:

- Enrollment in the Washington State Public Employee Retirement System (PERS).
- Medical, dental and vision coverage including District contribution to a Health Reimbursement Arrangement (HRA Veba).
- District contribution to a Deferred Compensation account.
- An employment contract with severance provisions.

**To Apply:** Applications are required and are located at:
Completed applications and resumes can be sent to hrfinance@kpud.org.
Applications will be accepted until position is filled.