



WILLIAMSPORT MUNICIPAL  
WATER & SANITARY AUTHORITY

# FINANCE DIRECTOR



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## FINANCE DIRECTOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for Finance Director for Williamsport Municipal Water Authority and the Williamsport Sanitary Authority, Pennsylvania. This is an opportunity to join a thriving, well-managed organization in a beautiful natural setting. This brochure provides background information on the Municipal Water Authority & Sanitary Authorities as well as the requirements and expected qualifications for the Finance Director's position. Additional information about these organizations can be found on the Authorities' website: <https://www.wmwa-wsa.org/>

Candidates interested in applying for the position should immediately submit their résumé and cover letter, along with contact information for five (5) work-related references online at [www.GovHRUSA.com](http://www.GovHRUSA.com). The position is open until filled with a first review of applications on February 24, 2023. Questions regarding this opportunity should be directed to the Executive Recruiters working with the Williamsport Municipal Water & Sanitary Authorities:

GovHRUSA  
Maureen Barry, Senior Vice President  
Phone: 847-380-3240, x116

### THE LOCATION

Williamsport, PA (population 27,754) The seat of Lycoming County, [Williamsport](#) is on the West branch of the Susquehanna River, 90 miles north of Harrisburg. The city is one hour from Penn State University and three hours away from New York City, Boston, Washington DC.

In the 1800s, Williamsport was the Lumber Capital of the World, with all the attendant wealth that implies. Williamsport once had more millionaires per-capita than anywhere in the world. Even today, the area's local high school, the Williamsport Area High School, uses The Millionaires as its mascot. An area highlight for visitors is a tour of the Millionaire's Row historic district by replica trolley.

The city is the original home of Little League Baseball, founded in 1939 as a three-team league. Williamsport also hosts the Little League World Series every year, with a museum that pays homage to this competition. The Muncy Bank Ballpark at Historic Bowman Field is home to the annual

MLB-Little League® Classic and also to the [Williamsport Crosscutters](#), a premier team in the MLB Draft League, which is a collegiate summer baseball league showcasing the top draft-eligible prospects.

The City is surrounded by more than 300,000 acres of state game lands as well as a navigable river and many exceptional value streams, making the area popular with hunters, fishermen, hikers, boaters, birders, and all types of outdoors enthusiasts. One of the largest expanses of green between New York City and Chicago, the ["Pennsylvania Wilds"](#) is home to some of the most spectacular wild lands east of the Mississippi and one of the best outdoor recreation destinations in North America. Largely rural and forested, the region has a rich history and culture.

[Lycoming County](#) is filled with amazing attractions for all ages. History buffs will enjoy fine museums, historic sites, and historical societies. Art fans can lose themselves in amazing galleries, and craft beer and wine enthusiasts can explore some fantastic micro-breweries and wineries. The Community Arts Center produces popular cultural events and performances. Tourists and residents alike may enjoy a cruise on the Hiawatha Paddlewheel Riverboat along the Susquehanna River.



## THE AUTHORITIES

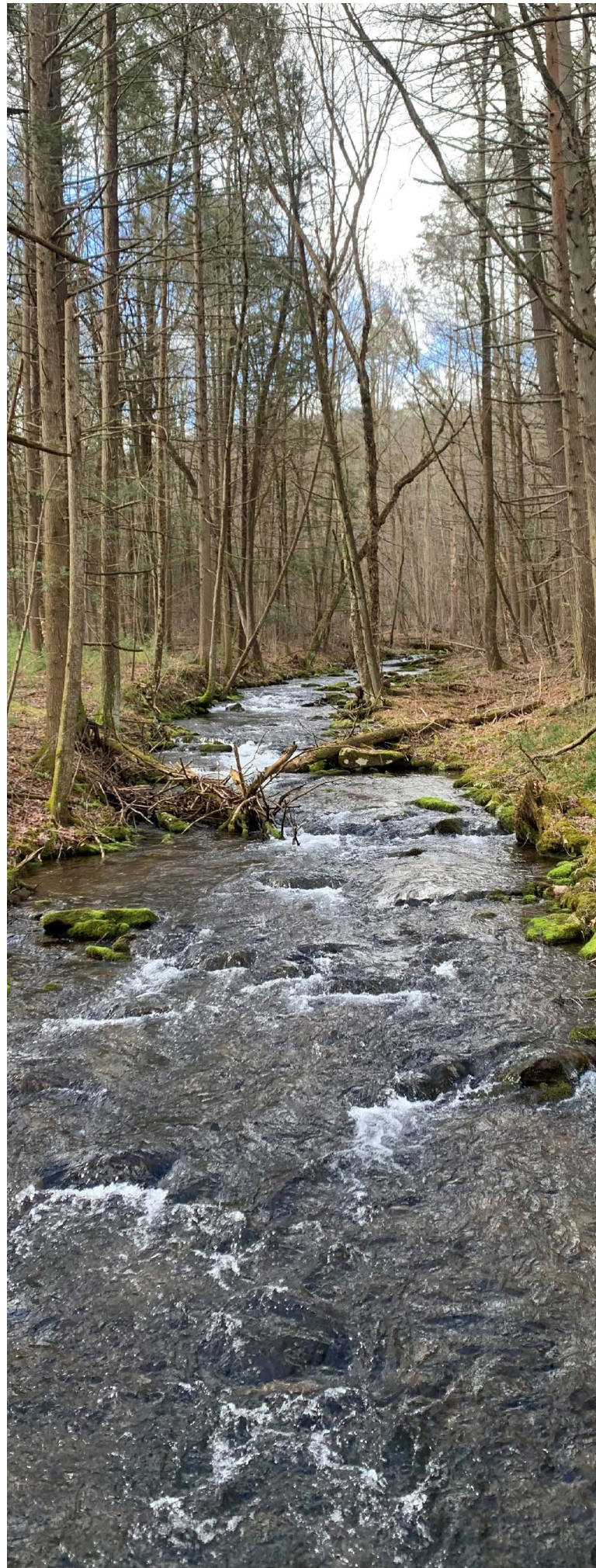
The Williamsport Municipal Water Authority's (WMWA, or the Water Authority) Water System is a regional system which serves a population of approximately 51,000 residents of the City and surrounding municipalities in Lycoming County with public water. Service is provided on an efficient and dependable basis at low rates. Presently there are three sources of supply, the first two of which are surface sources, and the third is a wellfield supply comprised of nine wells. The Water Authority owns 10,053 acres of watershed, which provides an abundant source of high-quality mountain stream water.

The water treatment plant, completed in March 1992, is a conventional filtration plant and has finished water storage facilities that hold a total of 13.6 million gallons. The entire distribution system presently consists of approximately 280 miles of mains. The average annual amount of water delivered into the system during the past five years is approximately 5.0 million gallons daily average.

The Williamsport Sanitary Authority (WSA) serves the residents of the City of Williamsport and other neighboring townships and boroughs. The WSA operates two secondary wastewater treatment plants, eight pumping stations, an expansive collection system within the City of Williamsport, and an Environmental Protection Agency approved Industrial Pretreatment Program.

The combined authorities own several major facilities, pump stations, typical rights of ways, and an extensive array of operating equipment and supply materials. Additionally, the Williamsport Municipal Water Authority shares its main office and garage facilities with the WSA, as well as many of the managerial employees and customer service personnel. This sharing concept has allowed the WSA to keep administrative and overhead costs low compared to similar facilities operated separately.

The Water Authority's budget for FY 2023 is \$8.3M in operating and \$5M in capital and the WSA's budget for the same period is budget is \$13M in operating and \$3M in capital. The combined authorities (the "Authorities") are governed by a ten-member Board of Directors. A professional Executive Director oversees nearly 100 full-time employees between the Authorities. The WSA's last bond issue in 2021 and outstanding debt received an 'A+' rating with a stable outlook. S&P Global Ratings noted the rating "reflects a strong enterprise profile and a very strong financial profile", and management's "willingness to adjust rates as needed to maintain strong financial metrics".







## THE POSITION IN BRIEF

Appointed by and reporting to the Executive Director, the Director of Finance (the "Director") is responsible for all the financial and administration services of the Authorities, including accounting/controller and financial reporting functions, as well as billing service and data management. The position involves hands-on financial and administrative duties and the detailed administration of the expenditures and revenues for water and sanitary services. The Director currently has three direct reports, an Accounting Manager, a Customer Service Manager, and a Billing Manager. Ten other employees report to those three positions for a total Finance department count of 14, including the Director.

The new Finance Director will be entering a department and organization that are recognized as trustworthy stewards of public funds and resources. The Director will be working with an experienced and knowledgeable Board of Directors and will be a key participant in policy-making discussions. The Authorities have a stable, collaborative executive team and will welcome a Director that contributes to the positive culture of the organization.

## PRIMARY POSITION RESPONSIBILITIES

The essential job functions of the Authorities' Director include but are not limited to:

- Supervises the operation of the Finance Department and its activities: accounting, administration, revenue, and treasury, office management, and budget, purchasing and customer service; assigns caseloads and establishes work schedules; directs and supervises duties of assigned staff; reviews job performance, evaluates and makes recommendations as appropriate.
- Reviews the work of subordinates for completeness and accuracy; offers advice, and assistance as needed.
- Plans, organizes, directs and reviews all financial procedures and methods of the Authorities.
- Leads the annual Audit review process, including a federal single audit when required.
- Participates in applications and administers the Authorities' successful grant/funding programs.
- Reviews debt collection efforts and participates in debt collection processes when appropriate.
- Directs the activities of budget preparation and execution, operational analyses, general accounting, treasury management and investments, utilities and customer service accounting, revenue billing and collection, debt management, purchasing and materials management, and other related budgetary and fiscal activities of the Authorities.
- Confers with and advises members of the Authorities' staff concerning the development, implementation and maintenance of financial procedures and policies.
- Administers the investment of the Authorities' funds; collects, receives, and maintains custody of funds; oversees relationships with the Authorities' banks and investment brokers.
- Analyzes and develops Authority fiscal policies; interprets data; formulates recommendations for action by the Authorities' Boards of Directors; ensures proper controls for contracts and financial obligations.
- Supervises the preparation of statements and reports on Authority financial affairs that are distributed to administrative officials, department heads, the Boards of Directors, and the public.
- Manages the selection of financial advisors and underwriters, and oversees the administration of related contracts. Plans and execute programs of debt, financing or refinancing.
- Directs the selection, implementation, and evaluation of the Authorities' financial information systems.
- Provides direct assistance to the Executive Director as required on all matters related to the effective operation of the Authorities.



## KEY PROJECTS AND CHALLENGES

While the new Director will continue to build upon a solid foundation, there are some challenges posed by upcoming projects that offer exciting opportunities.

- **Financial Stability & Reporting** – the Authorities are financially stable, with a 'A+' bond rating, and have worked hard to provide exemplary services to residents and businesses while keeping expenditures down and user rates steady. The next Finance Director will work closely with the Authorities' Executive Director and the executive team to maintain the Authorities' financial strength. The Director will generate reporting materials for the Board of Directors to allow them to consider policy consequences, long term trends, and impacts of decisions to assist in their efforts to govern effectively.
- **Modernize Technology** – As technology continues to be at the forefront in many organizations, the next Finance Director will be able to continue modernizing and streamlining its financial information technology. General Ledger and Payroll systems are expected to be updated/replaced in the near term. A new billing system has been implemented and may require some process revisions to ensure consistency.
- **Policies/Procedures Updates** – Review existing Finance Department related policies and procedures and update or supplement as needed.
- **Authorities Funding** – The Director will continue to seek ways to finance capital improvements while being intentional in the Authorities' use of debt issuance.
- **Human Capital** - The Director will coordinate personnel documentation and outreach consistent with the Collective Bargaining Agreement (i.e., correspondence concerning completion of probationary periods, rate step advancement, etc.)



## EDUCATION AND EXPERIENCE REQUIREMENTS

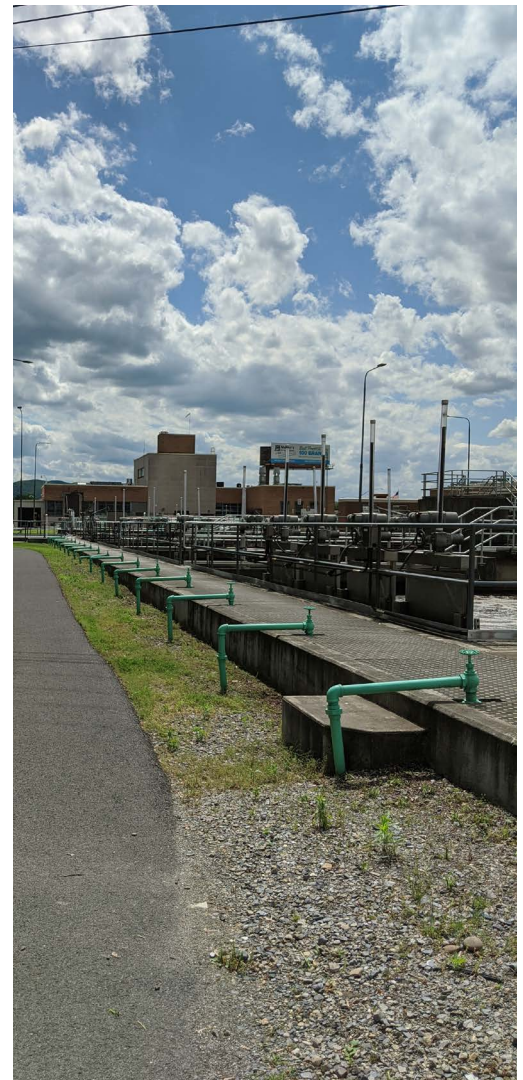
The Authorities are seeking an experienced, organized and ethical Director to lead the Finance Department. The successful candidate will have the following:

- Bachelor's degree in public or business administration, finance, accounting, or related field.
- Seven (7) years of increasingly responsible experience in public or private finance or accounting, with three (3) years of management/supervisory responsibility, preferably in local government.
- Master's Degree, CPFO or CPA designation, Auditing experience, or knowledge, skills and abilities equivalent to is strongly preferred and may substitute for up to two years of experience.
- Strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials.
- Technically proficient in accounting and commonly used applications of financial services information technology.

## THE IDEAL CANDIDATE

In addition to the requirements listed above, the Authorities are seeking candidates with the following traits:

- Thorough knowledge of and experience in accounting, budgeting, and debt management; familiar with current and emerging issues in public finance.
- Demonstrable track record of writing clear and concise reports with the ability to translate complex Authorities finances into lay person's terms.
- Strong financial management abilities involving long-range revenue and expenditure forecasting, capital improvement financing, budget development and implementation, and administration of federal and state grants.
- Conservatively creative problem-solving skills and willingness to assist elected and appointed officials and other Authorities department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for Finance Department employees.
- Knowledgeable about financial applications technology and software as they pertain to the Finance Department and other Authorities' Departments; accustomed to using a variety of personal computer applications including Excel, PowerPoint, and Word.
- Familiar with current customer service technology applications, including on-line bill payment processes and use of credit cards to pay bills.
- Demonstrated history of providing complete and accurate information, made available to all on a timely basis.
- An open, friendly personality and management style, with the ability to quickly establish trust with others.
- Good listening skills and a willingness to work out financial and budgeting challenges in a collegial, respectful manner.







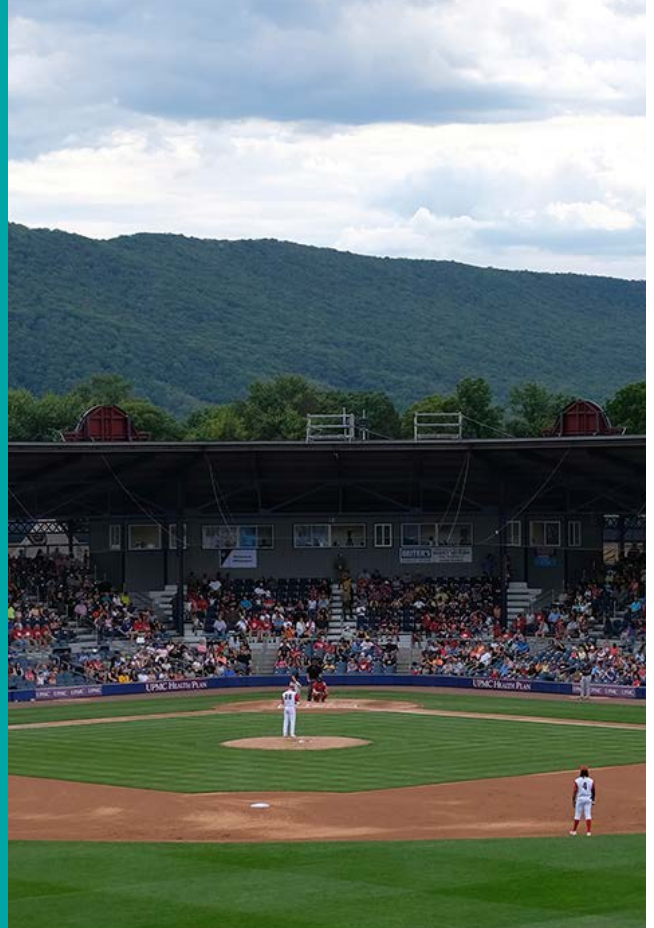
## COMPENSATION AND BENEFITS

The anticipated starting salary is \$100,000 - \$115,000 depending on qualifications and experience. Residency is preferred but not required. The majority of the work week is "in office". The Authorities offer attractive benefits, including membership in a 457b Retirement Fund and a menu of excellent health plans.

## HOW TO APPLY

Apply immediately online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter and contact information for five professional references. The position is open until filled with a first review of applications on February 24, 2023. Confidential inquiries may be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

The Williamsport Municipal Water and Sanitary Authorities are an Equal Opportunity Employer.



# EXECUTIVE RECRUITMENT



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