



Comptroller

ADMINISTRATION SPRINGFIELD, MA

The **Springfield Water and Sewer Commission (Commission)** is seeking a versatile and motivated Comptroller to join its dynamic and growing organization in Agawam, MA. Commission employees are the stewards of clean water for the lower Pioneer Valley. Our work protects public health and the environment by providing drinking water, fire protection, forest stewardship, clean rivers and streams, and wastewater treatment. This position is responsible for the strategic direction and administration of financial accounting and financial reporting functions including the production and presentation of the annual budget.

The ideal candidate will have a demonstrated history of successful ethical fiscal stewardship including experience reporting to a Board and working with external auditors. Experience with a broad range of municipal financial accounting is required and experience with Massachusetts municipal financial accounting is strongly preferred. The Comptroller oversees a department of three professional staff and the ideal candidate will have experience managing and supervising a team. The successful candidate will have excellent communication skills, sound judgment and decision-making, the ability to effectively make decisions based on analyzing information and data, and the ability to collaboratively problem-solve with colleagues and subordinates. This position reports to the Board of Commissioners.

For information about the Commission and its capital projects, please watch [this video](#).

The primary duties of the position include:

- Develops and maintains a complete set of financial records and books of accounts from budget through actual transactions to final reporting.
- In consultation with the Executive Director, prepares the Commission's annual operating and capital budgets and presents them to the Board of Commissioners.
- Monitors all financial transactions for legal conformance and compliance with state laws and applicable rules and regulations.
- Conducts regular internal audits of all SWSC departments and projects to ascertain budgetary conformance and to ensure compliance with the Commission's fiscal control policies and operating procedures governing financial transactions.
- Coordinates and oversees the annual independent financial audit.
- Acts as financial advisor to the Board of Commissioners with respect to budget deliberations, budget administration, monitoring, and all other financial matters.

The requirements listed below are representative of the knowledge, skills and/or abilities required for this position:

- Proficient in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint, and budgeting and payroll software (the Commission uses Checkwriters for payroll and Springbrook for A/P).
- Knowledge of principles and practices of governmental accounting agencies and professional organizations as relates to accounting and financial operating practices (GASB, GFOA, AICPA, GAO, AWWA, MWWA, NEWWA, WMWA, and OMB).
- Knowledge of municipal governmental accounting principles, applicable state and federal laws and regulations and financial reporting practices including pronouncements from the Governmental Accounting Standards Board (GASB).
- Knowledge of principles of financial management systems and other relevant knowledge as needed to oversee and effectively utilize the Commission's automated financial applications.
- Skilled in preparing, verifying, analyzing, and reconciling complex financial and accounting documents, reports and records including preparing statements consistent with the pronouncements of the Governmental Accounting Standards Board.
- Experience developing organization-wide budgets (capital and operational).

The successful applicant must have a BA/BS degree in business with an emphasis in finance/accounting. An MPA or MBA is preferred, as is certification as a CPA.

The successful candidate will have at least ten (10) years of experience in the accounting field including experience as a comptroller. The successful candidate will also have experience leading, managing, and supervising a team. Significant municipal accounting experience is highly desirable.

The expected hiring range for this position is \$130,000-\$145,000 (actual salary offer will depend upon experience, knowledge, and skills). The Commission may consider applicants who do not meet all of the job requirements at a modified hiring range. The Commission offers a competitive benefits package including health insurance (with dental), four (4) weeks paid vacation, paid sick and personal days, and paid holidays. Employees of the Commission participate in the Massachusetts PERAC pension system and years of service in a PERAC plan are transferable (subject to the rules of the Springfield Retirement Board).

Anticipated start date is July 15, 2024.

The complete job posting is available in the Careers section of our website (<https://waterandsewer.org/about-the-commission/careers/>). Candidates should include a resume and cover letter with their application by Monday, May 27, 2024.