



www.metcom.org

St. Mary's County Metropolitan Commission

23121 Camden Way, California, Maryland 20619

Serving St. Mary's County since 1964

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301.737.7400

Chief Financial Officer

The St. Mary's County Metropolitan Commission (MetCom) is a quasi-governmental agency that provides water and sewer services for residents and businesses in St. Mary's County, Maryland. MetCom has a customer base of over 17,000 and exceeds \$20 million in annual revenues.

MetCom has an opening for a Chief Financial Officer. The Chief Financial Officer is a critical role in a fast-paced organization. Under the general supervision of the Executive Director the Chief Financial Officer will perform all financial reporting, budgeting, and debt management for the Commission. In addition, the position will create/update financial policies to ensure compliance with state and federal laws and regulations and generally accepted accounting principles. This position also supervises and manages all activities, operations and personnel of the Fiscal Department, including utility billing and past due collection activities; accounts payable; payroll; purchasing; grant and loan administration and tax reporting.

We are seeking an individual with deep financial acumen and a strong track record of success. This individual will have robust collaboration and problem-solving skills with experience in financial management and accounting in the public sector.

Essential Responsibilities

- Performs budget development and analysis tasks including budget amendments and rate calculations.
- Advises the Metropolitan Commission Board on the overall MetCom operating and capital improvement budget amendments and rate calculations.
- Oversees the annual general and single audit.
- Manages investment banking services.
- Creates/updates financial policies to ensure compliance with generally accepted accounting principles, IRS, and other governmental agencies.
- Supervises the acquisition and management of state and federal grants and loans.
- Financial statement preparation; Balances general ledgers, reconciles general journals, and maintains the Commission books.
- Manages debt service, amortization requirements and performs rate calculations.

- Manages the Commission's fixed assets inventory system and consumables inventory.
- Supervises accounts payable and payroll including IRS reporting.
- Supervises Customer Service, including customer billing and past due collection activities, online bill presentment and payment and reporting to the MetCom Board; Ensures efficient customer relations.
- Oversees the procurement function.
- Manages the automated data processing systems used for customer billing, payroll, purchasing, accounts payable, cost accounting, accounts receivables, financial management, etc.
- Oversees OPEB actuarial study/report and serves as OPEB Trust trustee.
- Edits and approves new customer entry for Engineering Dept Clerk.

QUALIFICATIONS

Knowledge and Skills:

- Highly motivated individual with proven success in fiscal management.
- Ability to think and problem-solve creatively
- Strong time management skills; highly organized and detail-oriented
- Expert knowledge of advanced Accounting Principles and GASB
- Strong understanding of accounting and financial concepts, including the preparation of financial statements (balance sheets, income statement, cash flow statement, etc) with the ability to provide meaningful analytics and recommendations surrounding those financial statements.
- Experienced in financial management and accounting in the public sector.
- Ability to develop strong partnerships within the Company and be comfortable interacting at all levels of the organization including extensive interaction with the Board.
- Experience in innovative approaches to funding large complex public projects.
- Excellent computer skills including experience with Microsoft Office Suite applications with strong command of spreadsheets
- Knowledge of applicable federal, state and local laws, codes, rules & regulations regarding fiscal administration and management
- Ability to supervise and motivate assigned staff

Ability to:

- Follow strict deadlines and be highly organized
- Work under pressure to meet deadlines
- Read, interpret, and apply laws, rules, and regulations.

- Gather analyze and evaluate a variety of data
- Self-motivate
- Demonstrate capacity to frame complex situations and present options
- Provide guidance to people with a wide range of cultural backgrounds, training and experience

Education and Experience:

Bachelor's degree in Accounting, Finance, Business Administration or a related field, Ten years or more of progressively responsible related experience; or any combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the functions of the job. MA or MBA or CPA desired.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, or handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

In order to be considered for the position, all applicants must complete an online application which includes an updated resume via <https://www.metcom.org> . Please click on the Human Resources tab then click on the "click here" under Employment News or click on "Open Position" to select the appropriate position and complete the application process.

The Metropolitan Commission is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic covered by law.