



Envirolink, Inc.

POSITION DESCRIPTION

Area Manager

DATE:	December 18, 2018
POSITION TITLE	Controller
GRADE LEVEL	070
To be evaluated By Officer	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
REPORTS TO	President

GENERAL FUNCTION:

The controller position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAP) and National Association of Regulated Utilities (NARUC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary responsibilities include the supervision of employees, the provision of safe and dependable services to customers and the management of company facilities, equipment, tools and inventory and the direct operation and maintenance of water and wastewater systems, including the following:

- Maintain a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting, customer service & billing departments, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures.
- Ensure that accounts payable are paid in a timely manner in accordance with BOD established procedures
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts



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- Maintain an orderly accounting filing system (electronic & paper)
- Maintain a system of controls over accounting transactions
- Issue timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Monitor debt levels and compliance with debt covenants
- Comply with Public Utility Commission reporting requirements and filings
- Comply with local, state, and federal government reporting requirements and tax filings

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to foster an attitude of cooperation with other Envirolink personnel and Divisions;
- Ability to foster an attitude that promotes a proactive approach to completion of duties and responsibilities with an emphasis on responsiveness and quality;
- Attitude of going the extra mile and attention to detail with focus on effective and efficient use of company and/or client resources;
- Ability to effectively prioritize multiple assignments or objectives;
- MS Office and computer skills;
- Ability to identify a bottleneck; possesses process orientation – can think big picture;
- Ability to understand and apply situational leadership;
- Ability to identify root causes;
- Ability to network with resources necessary to remove barriers;

BUDGETARY RESPONSIBILITIES:

This position is responsible for developing and managing budgets both with the region and for assigned projects.



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Payroll timesheet review and approval, work order processing, procurement of chemicals, materials, supplies and outside contractor services, inventory management, and transportation cost management. Ensure proper coding of invoices and timesheets.

Preparation of annual and five year budgets.

MINIMUM POSITION QUALIFICATIONS:

- Bachelor's degree in accounting or business administration, or equivalent business experience and 5+ years of progressively responsible experience for a major company or division of a large corporation;
- Prior supervisory experience;
- Knowledge of accounting best practices;
- Knowledge of water, and/or wastewater industry;
- Good communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Must possess and maintain a valid Driver's License;
- US Citizen;
- No felonies or major misdemeanors;
- Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required.
- Successful candidate must submit to post offer, pre-employment physical examination/medical history check;
- Must pass a pre-employment criminal background check;

May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.