

**Kalamazoo Lake Sewer & Water Authority**

**Finance Director – HR Administrator**

**POSITION WILL BE OPEN UNTIL FILLED**

**Job Description**

**Reports To: Authority Administrator**

**Position Type: FLSA Exempt/Executive Level**

**Compensation: \$90,000 - \$120,000 DOQ**

**APPLICATIONS DUE JUNE 8, 2026 @ 8:00 AM**

**Benefits**

- Municipal Employees' Retirement System (MERS) of Michigan hybrid retirement plan with a defined benefit (pension) and employer funded 401(a).
- Comprehensive family healthcare plan with no employee-required contribution to premiums.
- Employer funded Health Savings Account (HSA).
- Generous paid time off (PTO) and sick leave package
- Vision and dental coverage.
- 10 paid holidays per year.

**Who We Are**

Today, the **Kalamazoo Lake Sewer & Water Authority** operates 20 public sanitary lift stations, 6 drinking water wells, a wastewater treatment facility, a water storage reservoir, and the associated distribution and collection systems. We serve the communities of Saugatuck, Douglas, and Saugatuck Township along some of the most beautiful Lake Michigan shoreline in southwest Michigan – truly a world-class destination.

## Job Overview

We are seeking an experienced finance professional to lead the fiscal operations working alongside a small team at the Kalamazoo Lake Sewer & Water Authority. This position is a senior leadership role overseeing finance, accounting, and human resources for the organization. The employee is responsible for managing financial systems, budgeting, compliance, risk management, and customer service while supporting the long-term strategic goals of the organization.

The **Finance Director – HR Administrator** serves as an at-will employee, reporting directly to the Authority Administrator and oversees an Office Supervisor and an Office Administrator. This position will at times work closely with the Operations group, as well as the KLSWA Board of Commissioners and other community leaders and representatives.

This is a full-time benefited position located at the Kalamazoo Lake Sewer & Water Authority facility at 6449 Old Allegan Road in Saugatuck, MI. Typical working hours are Monday-Friday, 7:30a – 4:00p.

## Essential job functions include, but are not limited to, the following:

- Manages the day-to-day activities of Accounting, Finance, Human Resources, and Customer Service.
- Supports all human resources functions including benefits administration, employee communication, and labor relations.
- Develops and administers customer service policies & procedures including but not limited to customer account maintenance, workflows, revenue collection, etc.
- Analyzes and interprets monthly financial statements, related reports and statistics on operations and special statistics as appropriate.
- Develops and maintains short and long-range cash forecasting and planning.
- Develops and maintains a complete system of budgeting control and administers the budget program.
- Ensures financial statements, reporting, and policies follow general statements and general accepted accounting principles (GAAP), Board policies, and any other applicable State and/or Federal laws.

- Provide regular cost of service studies for the purpose of setting water/sewer rates and service charges.
- Responsible for internal and external auditing.
- Responsible for compliance with utility risk management and loss control practices.
- Coordinates property/liability insurance renewals and policies and assures timely filing of insurance claims, required State reporting and related documents.
- Attends and participates in Board of Commissioners meetings as required.
- Supports the negotiation of miscellaneous contracts.
- Consults with legal professionals as required
- Participates in strategic planning matters.
- Recommends various policies and procedures to obtain and maintain KLSWA Board goals and objectives.
- Represents the KLSWA in contracts/consulting relationships as directed.

## Required Education, Training and Experience

Bachelor's degree from an accredited institution in accounting, finance, business administration, public administration, or related field. Seven or more years of progressively responsible experience in governmental, utility, or nonprofit financial management.

## Required Knowledge and Skills

- Thorough working knowledge of governmental budgeting and accounting principles, grant fiscal requirements, and governmental auditing processes, principles and practices.
- Thorough working knowledge of the theory and practices of public administration and public finance.
- Computer literacy, including thorough working knowledge of spreadsheet, presentation, database, accounting and budget management applications software.
- Strong leadership, organizational, managerial and supervisory skills.
- Ability to interpret complex contracts, regulations, and funding rules.

- Strong analytical and forecasting skills.
- Ability to act ethically and with transparent decision-making.
- Prefer a thorough working knowledge of the BS&A software suite including Accounts Payable, General Ledger, Accounts Payable, Receivables, Utility Billing, and Payroll.
- Ability to develop policy and procedures for the financial and operational responsibilities of the organization.
- Ability to foster and promote a collaborative culture among all levels of the organization.

### **Physical Requirements**

Must be able to perform essential job functions with or without reasonable accommodation, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

### **Working Conditions**

Work is performed in a standard office environment. Some travel may be required for training, conferences, required meetings offsite, or otherwise working elsewhere.

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

### **Application Instructions**

Questions can be directed to Robert Miller, Authority Administrator at (269) 857-2709 or at [robert@klswa.com](mailto:robert@klswa.com). Cover letter and resume with at least three professional references should be sent to [robert@klswa.com](mailto:robert@klswa.com). Applications due no later than June 8 @ 8:00 AM, interviews may be scheduled as applications are received.