

RESOLUTION NO. 721

A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
WHATCOM COUNTY, WASHINGTON,  
AMENDING RESOLUTION NO. 698, REGARDING  
MEREDITH RILEY AS DISTRICT INTERIM FINANCE DIRECTOR

WHEREAS, on January 27, 2011, the District Board ("Board") approved Resolution No. 698, which repealed Resolution No. 453, modified Resolution No. 454, and created the District position of Interim Finance Director; and

WHEREAS, Resolution No. 698 appointed Meredith Riley as District Interim Finance Director for a period of two years; and

WHEREAS, the Board now wishes to extend the term of the District Interim Finance Director term until December 31, 2013;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Birch Bay Water and Sewer District, Whatcom County, Washington as follows:

Section 1: Section 3 of District Resolution No. 698 is hereby modified to read as follows:

The position of "District Interim Finance Director" is hereby established for a term ending December 31, 2013, the duties and responsibilities for which include that of District Treasurer and are fully set forth in Exhibit A hereto.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid, or unconstitutional, then the original Resolution shall be in full force and effect.

Section 4: This Resolution shall be effective immediately.

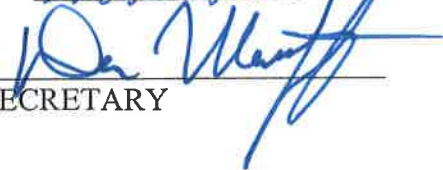
PASSED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 29 day of November, 2012.

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 721 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on this 29 day of November, 2012.

  
SECRETARY

# EXHIBIT A

## **JOB TITLE: Interim Finance Director, Birch Bay Water & Sewer District**

### **General Function:**

Under direction of the General Manager, the Interim Finance Director is responsible for review of internal controls and segregation of duties, while maintaining ongoing operations. Ongoing operations consist of effectively and efficiently managing the accounting, finance, and customer service functions of the District. He must verify the various bank and investment accounts and continuously review methods of operation for best results. He supervises the Accounts Receivable Clerks, supports the General Manager in human resources functions and serves as clerk for meetings of the Board of Commissioners. The Interim Finance Director is designated as the District's Treasurer per RCW 57.20.135.

### **Qualifications:**

1. Ability to work in a team situation with management and other District staff to accomplish the overall goals of the District.
2. Ability to supervise, observe principles of personnel management and maintain confidentiality.
3. Must have a degree in Accounting, Business or related field.
4. Must have at least five (5) years of accounting/finance experience; three (3) years at a supervisory level.
5. Must be bondable.
6. A CPA license is desirable.
7. Must be familiar with office equipment and its operation; computer, printer, copy machine, etc.
8. Must have a valid Washington State Driver's license.

### **Duties and Responsibilities:**

#### **Interim Duties**

1. Review existing internal controls and segregation of accounting and finance duties.
2. Make recommendations to the General Manager and assist with presentations to the Board of Commissioners on changes to accounting and finance duties.
3. Implement changes to internal controls and segregation of duties as directed by the General Manager, pursuant to District policy.
4. Review District policies and make recommendations to the General Manager on changes deemed necessary to conform to general accounting practices and State laws. Assist with presentations regarding recommendations to the Board of Commissioners.
5. Ensure that all District financial policies and procedures are being followed.
6. Analyze alternatives and recommend long term organizational design for District financial management. This may include defining job duties and assisting with recruiting and filling a permanent District Finance Director position.

### **Ongoing**

1. Maintains effective communication between employees and management, and the District and its customers. This requires the ability to communicate orally and in writing and function as an effective team member.
2. Keeps accounting books required by Washington State Law.
3. Manages investments to meet cash flow needs of the District, comply with District financial policies and optimize investment earnings.
4. Transfers funds as required to cover expenses of the District.
5. Supervises and reconciles GL accounts (monthly).
6. Maintains all cash funds and investment accounts.
7. Under direction of the General Manager, coordinates preparation of the annual budget and CIP.
8. Prepares monthly financial reports for the Commissioners, General Manager and District staff.
9. Prepares yearly financial reports, and/or manages and coordinates with contract CPA to prepare yearly financial reports.
10. Coordinates with the State Auditor's Office (SAO) to facilitate the audit; institutes SAO recommendations as directed by the General Manager.
11. Monitors and ensures compliance with requirements of outstanding indebtedness.
12. Manages the preparation of payroll and maintains related employee records.
13. Maintains employee retirement records and completes monthly retirement reports.
14. Manages purchasing/invoice processing, claim and warrant preparation.
15. Maintains and updates Fixed Assets records for purchases and deletions.
16. Prepares and reports monthly Utility tax liability to the Department of Revenue.
17. Maintains the adjustment schedules for UBS and Assessment accounts.
18. Assists the General Manager in preparing for meetings of the Board of Commissioners; attends meetings and records minutes.
19. Supervises accounting, finance, and customer service staff.
20. Reviews rates and charges, with the assistance of consultants when needed, to maintain rates that are equitable and sufficient to meet District operational and future budget requirements.
21. Carries out other tasks as directed by the General Manager. These include but are not limited to supporting the General Manager in carrying out human resources functions and serving as the District's ADA Coordinator.

### **Term of Position**

This interim position will run until December 31, 2013, unless otherwise directed by the Board of Commissioners. The person filling this interim position will not be eligible for other District employment, unless otherwise directed by the Board of Commissioners.