

# SANFORD WATER DISTRICT

Box 650 - River Street  
SANFORD, MAINE 04073

DAVID PARENT  
Superintendent

Tel. 324-2312  
Fax 324-1267

## **Job Opening**

Job opening in May 2022

Position: Business Manager

Benefits: Salaried position, robust health and dental insurance, income protection plan, Maine Public Employees Retirement System, MaineSTART 457 Deferred Compensation Plan, paid sick and vacation time, paid holidays, continuing education

Qualifications:

- Bachelor's degree with five years related experience, or equivalent combination of education and experience.
- Extensive knowledge of and familiarity with standard principles, procedures, records, and forms related to accounting systems and accounting practices.
- Previous supervisory experience preferred.
- Ability to plan, organize, direct, and maintain comprehensive financial records.
- Exceptional interpersonal communication skills. Ability to deal tactfully and effectively with District customers, and to convey concise and accurate explanations of policies, procedures, and requirements.
- Experience working for a Public Water Supply or Municipality desired

Position Summary: The Business Manager is responsible for the monitoring and reporting of the District's financial status and management of cash flow, expenditures, and investment decisions. The Business Manager also maintains responsibility for managing the business office, including billing, collections, accounts payable, accounts receivable, payroll, and general accounting. Supervises 4 employees in the Office, reports directly to the Superintendent.

Additional information available by request

For more information please contact:

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