

# Finance Specialist

**Company:** Manville Water Supply Corporation      **Location:** Coupland, Texas  
**Status:** Non-Exempt      **Job Category:** Finance/Accounting  
**Relevant Work Experience:** Minimum 5 years      **Career Level:** Experienced

Accounting background or degree

**Proficient in Excel**, excellent working knowledge MS Office, learn MWSC's accounting, billing and scanning software      **Starting Salary:** depending on experience

**Education Level:** Associates or Bachelors Degree  
in finance, accounting, business administration or a related field preferred

**Job Description:** This is a full-time position in which the person has responsibility for the day-to-day functions related to the accounting department of Manville WSC. The Finance Specialist will assist in any or all of the facets of Finance including but not limited to: Payroll, Accounts Payables, Accounts Receivables, Budgeting, Taxes, Audits & Fixed Assets. Position requires knowledge of overall operations of MWSC. This position must also have knowledge of GAAP & FASB principles. This position reports to the Assistant General Manager.

## License Requirements:

Must possess a valid Texas Driver's License and eligible to be insured with the company insurance automobile plan

## Requirements:

- \* Requires knowledge of general business management with full understanding of account reconciliation
- \* Ability to maintain confidentiality
- \* Ability to comply with MWSC policies & procedures
- \* Proficient computer software skills: **MS Excel**, Word, Outlook, Power Point, etc.
- \* Excellent verbal communication skills with the ability to effectively communicate financial concepts to non-financial managers
- \* Excellent written communication skills in the English language
- \* Effective interpersonal/human relations skills
- \* Ability to maintain regular and punctual attendance
- \* Ability to interact effectively and professionally with executive level staff
- \* Ability to work effectively under limited direction and take initiative in problem solving
- \* Availability to work outside of normal business hours when needed
- \* Ability to operate any and all office related electronic devices
- \* Possess strong analytical, organizational and planning skills with an attention to details
- \* Ability to learn job-related material through oral instruction and observation or through structured lecture in an on-the-job training setting or in a classroom
- \* Any combination of experience and training that provides the required knowledge and abilities
- \* Will be subject to unannounced alcohol and drug testing as a condition of continued employment
- \* Must be physically capable of operating a vehicle safely, possess a valid Texas Driver's License and eligible to be insured with the company insurance automobile plan

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**Working Conditions:** Position is located in an office environment. Must be able to kneel, stoop, bend and lift 15 lbs. unattended. Must be able to stay in a seated position for extended length of time.

## Job Responsibilities:

- \* Maintain financial security by adhering to MWSC internal controls
- \* Keep abreast of changes in financial regulations and legislation
- \* Address any financial issues and inquiries in a timely manner
- \* Maintain accurate documentation for financial operations and transactions
- \* Prepare finance journal entries and account reconciliations per company policy/procedures
- \* Operates, evaluates and maintains the accounting system in an accurate and timely manner, ensures the proper operation of the general ledger system at all times
- \* Review account payables and receivables activities
- \* Verify the accuracy of data flow between the accounting software and the billing software
- \* Operate, maintain and review an accurate bank reconciliation system for Manville WSC
- \* Regularly perform/analyze/review reconciliations, reports and schedules to ensure all funds and expenses were entered into the proper general ledger accounts
- \* Evaluate financial documents for correctness and completeness
- \* Maintain cash flow by monitoring bank balances and cash requirements; investing excess funds
- \* Monitor money market, certificate of deposits and other investment portfolios; making recommendations for investment directions accordingly and secure funds from loss
- \* Ensure that sufficient funds are available to meet ongoing operational and capital expenses
- \* Track the financial progress of all capital improvement projects
- \* Compile and keep updated, an accurate list of Manville WSC's fixed assets and manage the depreciation schedule on all fixed assets
- \* Ensure compliance with all local, state and federal agency requirements relating to financial reporting i.e. (USDA, Census, 1099, etc.)
- \* Ensure Manville's compliance with all applicable accounting and reporting standards at all times.
- \* Identify areas of potential noncompliance accurately and report any problems promptly to the General Manager and the Assistant GM in a timely manner
- \* Manage the preparation of an accurate annual budget - Prepare accurate year-to-date and other budget reports as needed and as directed in a timely manner - Track monthly budget activities
- \* Coordinate and assist in completing annual audit(s) - Ensure that all required records are prepared for the auditor(s) in a timely manner - Provide accurate and timely assistance to the auditor(s) as needed
- \* Process all unclaimed property per policy & procedures. Report & send Unclaimed property to State by deadline
- \* Attend meetings as needed and as directed, including monthly Board Meetings
- \* Prepare monthly financial statements, financial packages and other informational reports/analysis for the Board of Directors; present them clearly, concisely and accurately
- \* Maintain accurate financial data. Ensure financial and accounting reports are prepared in accordance to company policies & procedures/federal rules and regulations
- \* Perform special projects as assigned in a timely manner
- \* Relies on experience and judgment to plan and accomplish goals

## **Finance Specialist**

- \* Works independently in the absence of supervision
- \* Assist with the financial management of all employee benefits, compensation packages, performance standards and productivity levels
- \* Assist in managing and administering the employee retirement plan 401(k)
- \* Assist, review and/or prepare all quarterly and annual payroll reports in compliance with state and federal requirements i.e. ( 940, 941, W-2, 401(k), etc.)
- \* Serve as backup payroll clerk in case of emergency
- \* Report any accident immediately to your Supervisor
- \* Ability to work safely among or as part of a work group, to recognize safety hazards and to follow established safety practices and procedures

This job description is a general description of this position and does not/will not contain all duties that will be assigned. As an employee of MWSC, employees are expected to perform duties to the best of their ability and to perform duties as assigned.

### **Benefits**

- \* Paid health care & dental insurance for employee
- \* Life Insurance
- \* 401K after 1 year (5% matching by company)
- \* 14 paid holidays
- \* Paid Vacation and Sick Leave
- \* Longevity (after 5 years)
- \* Annual Bonus

Interested candidates should submit a one-page cover letter, application and resume as follows:

By mail to Manville Search Committee, P. O. Box 248, Coupland, Texas 78615

By electronic mail to [hrcoordinator@manvillewsc.org](mailto:hrcoordinator@manvillewsc.org)