



NOTICE OF JOB OPENING
DIRECTOR OF FINANCE

Open: May 24, 2019

Close: June 10, 2019 or Until Filled

Classification: Grade 3 Exempt

Summary of Job Duties and Responsibilities: plans, directs and oversees the overall operation of the Finance Department; directs work activities of Accounting, Finance, Billing and Purchasing through Section Managers; oversees accounting and reporting responsibilities associated with other entities managed by CAW; coordinates the utility Risk Management program; coordinates work activities within and outside the utility; subject to call seven days a week; and performs other essential duties as deemed necessary.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices in all phases of fiscal management.
- Knowledge of advanced Accounting principles and practices.
- Knowledge of supervisory procedures and practices.
- Knowledge of trust Indenture/bond debt processes.
- Knowledge of government investment practices.
- Knowledge of government accounting practices and procedures.
- Knowledge of cost and financial accounting methods and practices.
- Knowledge of personal computer spreadsheet software programs.
- Knowledge of the principles and practices of Human Resource Management.
- Knowledge of the principles and practices of long range planning.
- Knowledge of budget principles and practices
- Knowledge of federal, state, and local purchasing laws.
- Knowledge of multi-cycle billing system and processes.
- Knowledge of meter reading methods.
- Ability to review, prepare and submit property insurance claims.
- Ability to create and maintain spreadsheet applications using formula functions.
- Ability to understand and perform statistical and advanced accounting computations.
- Ability to develop operational goals within policy guidelines and governing regulations.
- Ability to evaluate effectiveness of fiscal programs and activities.
- Ability to communicate effectively orally and in writing.
- Ability to utilize computer software programs including Microsoft Excel, Word, PPT, etc.
- Ability to coordinate activities with and through other departments.
- Ability to organize and direct work activities of others.
- Ability to plan and schedule work activities.
- Ability to analyze and interpret financial statements.
- Skilled in the use of spreadsheet software.
- Skilled in public presentations and ability to effectively make presentations to the CAW Board, public officials, city boards and commissions, neighborhood and stakeholder groups, etc.

Minimum Qualifications:

Bachelor’s Degree in Accounting or Finance; meets all requirements to sit for Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Public Finance Officer (CPFO) exams and able to successfully complete one of the certifications set of exams within two (2) years; plus six (6) years of progressively more responsible experience in supervising the work of others in Accounting, Finance, or related field.

Preferred Qualifications:

Certified Public Accountant (CPA); Certified Government Financial Manager (CGFM); Certified Public Finance Officer (CPFO); Master of Business Administration, Accountancy or Public Administration.

Special Qualifications:

Must maintain a personal telephone due to subject to call out.

Working Conditions:

Individual works in a heated and cooled typical office environment.

All interested employees of Central Arkansas Water are encouraged to apply and should request and complete a Request for Transfer/Promotion Form, available from Human Resources, and submit their resume in order to be considered for this position. Interested outside candidates may apply beginning on **Friday, May 24, 2019 during the hours of 7:30 a.m. to 4:30 p.m. in the Human Resources Office of Central Arkansas Water at 221 East Capitol, Little Rock. You may also acquire these forms from CAW’s web sites. All forms, including resume, must be completed and returned to Human Resources by 4:30 p.m. on Monday, June 10, 2019** or until filled in order to be considered for the position. A criminal background check will be conducted.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation or any other status protected by law.

Job Line: 501-377-1335 Fax: 501-377-7051
www.carkw.com humanresources@carkw.com
We support diversity and inclusion in the workplace.

Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected and reviewed by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

Please do not write your name on this survey form.

Job Title

Director of Finance

1. How did you hear about this job opening?

- Arkansas Democrat/Gazette Newspaper
- Arkansas Society of Certified Public Accountants
- Association of Government Accountants
- Association of Metropolitan Water Agencies
- Central Arkansas Water - Website
- Central Arkansas Water - Job Line
- EL Latino Newspaper
- Government Finance Officers Association(GFOA)
- Oxford Alumni Network
- Social Networks - Please Name _____
- Southwest Section of American Water Works Association
- Water Utility - Please Name _____
- Other - Please Name _____

2. Please place a mark by the answer that best describes your race or ethnic group.
(Per U.S. Census Classifications)

- Asian
- American Indian or Alaska Native
- Black, African American
- Hispanic, Latino or Spanish
- White
- Other - Please Name _____

3. What is your gender? Male Female

Thank you for completing this survey.

Check here and return if you do not wish to participate in this survey.

This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP BUSINESS PHONE

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Do you have any relatives (either by blood or marriage) who are currently employed by Central Arkansas Water?
___ Yes ___ No

If yes, please state employee's name and your relation to them:

Have you previously been interviewed for a position with Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

Yes No If no, please provide an explanation: _____

Have you ever been convicted of a crime other than a traffic offense? Yes No
(Such conviction may be relevant if job related, but does not automatically disqualify you from employment.)

If yes, give details including the nature of the crime(s) _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

NOTE: Central Arkansas Water is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.

I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____ Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations or tests. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1238 or 377-1251 * LITTLE ROCK, AR 72203

NAME: _____

ADDRESS: _____ **CELLULAR PHONE:** _____

SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc.
(Continue on Page 2, if necessary)

Date Employed: _____ Company: _____
(Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

1. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

2. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

3. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____



**AUTHORIZATION
FOR
PRE-EMPLOYMENT DRUG TESTING
AND
PRE-EMPLOYMENT PHYSICAL**

I understand that Central Arkansas Water requires drug testing for all prospective employees after an offer of employment has been made.

I understand that such test must be submitted to within 24 hours of the employment offer or the offer will be withdrawn.

I understand that all offers will be contingent on receipt of a "negative" on the drug test(s) conducted. If the testing produces a positive result, the offer of employment will be null and void and I will not be employed by the Utility at that time. I would then be prohibited from reapplying for any position with the Utility for at least six months and until providing proof of successful completion of a drug rehabilitation program, as well as the assurance that drug abuse is no longer occurring.

I understand that Central Arkansas Water will require a job-related, pre-employment physical for certain positions after an offer of employment has been made.

I understand that the physical must be completed as required or the offer will be withdrawn.

I understand that all offers will be contingent on my receiving a positive assessment of my ability to perform the physical requirements of the job. If a positive assessment is not received, the offer of employment will be null and void and I will not be employed by the Utility at that time.

I understand that refusal to sign the consent form authorizing drug testing and a pre-employment physical will result in my application being withdrawn from the pool of those eligible for consideration for the job.

Applicant Name: _____
(please print)

Applicant Signature: _____ Date: _____

Note: Drug testing of prospective employees will be conducted by the DHHS certified lab of the Utility's choosing, at Utility expense and before the individual's first day of work. Pre-employment physicals will be conducted by the facility of the Utility's choosing, at Utility expense and before the individual's first day of work.

(APPDRUG 2/21/12)