

Inviting Applications for Chief Financial Officer



**Henry County
Water Authority**

History of Henry County Water Authority (HCWA)



The Henry County Water Authority (HCWA) was founded in 1961 by an Act of the General Assembly of the State of Georgia, to "acquire, construct, and thereafter operate and maintain projects embracing sources of water supply and the distribution and sale of water and related facilities." The Henry County Water Authority (HCWA) provides service to over 61,000 residential water customers and over 24,000 residential wastewater customers within unincorporated Henry County including portions of the cities of Hampton, Locust Grove, McDonough, and Stockbridge in Georgia. It has a total service area population of 240,900 people.



The Authority has developed five reservoirs, covering a combined total of 3,138 acres of water surface area, and holding approximately 18.1 billion gallons of raw water. Based on an average day finished water demand in the County of approximately 16.6 million gallons per day (MGD), the reservoirs provide a 581-day supply of raw water after the downstream release requirement. This provides more than enough supply to weather an extended period of drought. The reservoirs are at the south end of the County, and water is pumped significant distances across the County's 331 square miles. Approximately 1,350 miles of water mains have been constructed, making service available to most of the County, and serving over 63,000 customer water connections. Additionally, 31.4 million gallons of potable water can be stored in ten elevated tanks, three ground water storage tanks plus the clear wells at the two water plants.



The Authority operates as an enterprise fund. The operating budget for FY2023 is \$74,278,000. The 2021 financial report can be accessed by clicking the link below:

[https://www.hcwa.com/skins/userfiles/files/ACFR%20FY2021%20\(final\).pdf](https://www.hcwa.com/skins/userfiles/files/ACFR%20FY2021%20(final).pdf)





Structure of HCWA

The Henry County Water Authority (HCWA) was founded in 1961 by an Act of the General Assembly of the State of Georgia. The HCWA is governed by a Board of Directors composed of six members. The members of the HCWA Board of Directors are appointed by the Henry County Board of Commissioners. The Authority Act requires one member of the Authority Board to be appointed from each district in the County by the elected Commissioner of that district. The Board members represent the district for which they are selected. The Authority holds regular meetings on a monthly basis. The Authority utilizes a Board of Directors-Administrator form of organization. The General Manager is appointed by and serves at the pleasure of the Board. The Board adopts a balanced budget annually and establishes billing rates and fees for the operations of the Water Authority. The General Manager has the responsibility of administering operations in accordance with the policies and the annual budget adopted by the Board of Directors.

VISION

- ❖ Plan for future needs and act on those plans in a responsible manner
- ❖ Provide first-class customer service
- ❖ Be fiscally responsible
- ❖ Protect our water resources and encourage the involvement of others to enhance environmental stewardship
- ❖ Provide public education about our facilities, operations and natural resources

MISSION STATEMENT

HCWA is committed to its fundamental objective as a public utility: to provide and protect an adequate water supply and system, which includes wastewater collection and treatment, of the highest quality, while meeting or exceeding all regulator requires as economically as possible and in an environmentally-sound manner, for the growing residential, commercial and industrial needs of Henry County.

CORE VALUES

- Integrity
- Respect
- Safety and Welfare
- Excellent Service
- Accountability



Duties and Responsibilities

- Develop and direct the Authority's financial strategies to ensure proper funding for all operational and capital needs under changing economic conditions and regulatory requirements. This includes a 30-year financial plan that incorporates the Authority's long range capital improvement plan.
- Provide expert professional assistance to management, the Board and other Departments on finance and related matters; provide comprehensive financial management services and solve a broad range of complex accounting and finance problems; prepare revenue projections and analyze proposals for capital and operating programs; direct, participate in, and coordinate preparation of annual operating budget.
- Direct, manage and analyze the Authority's rates and charges; develop strategies and approaches for evaluating rate change alternatives; direct the development and recommend proposed rates; oversee the implementation of new rates following Board approval. Direct and participate in Impact Fee Studies; and defend Development Impact Fee Ordinance.
- Develop and recommend long-term financing and debt issuance strategies and priorities, including the timing and sizing of borrowing to achieve a variety of financial objectives and legal requirements.
- Oversee Finance Department through Finance Department Manager to ensure proper management and accounting of all receipts and disbursements and other financial transactions, financial reporting, internal controls, safeguarding of assets, treasury management, and annual audit preparation.
- Oversee Purchasing and Inventory Department through Purchasing and Inventory Manager to ensure best practices for procurement of both operational and project purchases, proper inventory levels and procedures are maintained, and compliance with regulations.
- Plan and evaluate the performance of managers and their assigned staffs; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Authority's personnel policies.
- Participates in the development and implementation of the Authority's strategic plans, goals and objectives, while incorporating Diversity, Equity, & Inclusion (DEI) initiatives; leads and directs department staff in the development and application of new technologies to achieve higher efficiency, productivity and customer service in department work processes.
- Serve as Pension Plan Secretary, ensure that the Plan is properly funded, understand the provisions of the Plan, be able to explain the Plan provisions and benefits to others, and be able to make decisions as to how the provisions apply to specific employee situations as they arise from time to time.

Opportunities & Challenges

The successful Chief Financial Officer will be expected to provide leadership to the following issues and programs:

- The Revenue Bond Ordinance of the Henry County Water Authority provides for collection of two mills of property tax for as long as senior lien bonds are outstanding. The final maturity date of all senior lien bonds currently outstanding is February 2030. The new CFO will need to closely monitor current revenue projections and propose action as necessary to ensure the HCWA can transition away from this \$21 million+ annual tax revenue source.
- The HCWA has a \$1 billion, 30-year Capital Improvement Program with approximately 30 capital projects active at any given time. The CFO will need to monitor this program on an on-going basis to ensure that funds are in place to support long term priorities of the Authority as well as ensuring cash flow is appropriate to meet needs of current projects. The most important current capital project is the estimated \$148 million Walnut Creek wastewater plant expansion that will require significant involvement by the CFO to manage several funding sources such as GEFA SRF loans.
- In November 2022, the HCWA will begin implementing recommendations of the recently completed water and sewer rate study. In addition, an infrastructure and capacity impact fee study is currently underway that is expected to be completed by the end 2022. The new CFO will be expected to proactively address any issues that may arise with implementation of the new rates and provide guidance to completion and implementation of the impact fee study.
- The HCWA created a defined benefit pension plan in 2004 which is well funded and provides an important benefit for retention of its workforce. The CFO serves as secretary for the pension board and will need to gain a good understanding of the Plan's annual actuarial reports and continue a funding strategy that assures the long-term viability of the Plan.
- The new CFO should review processes in place for collection of fees for services to ensure collection rates remain high and all funds are properly accounted. The CFO will be charged with researching and implementing best practices that promote the enhanced use of minority owned vendors for purchasing of goods and procurement of services. The new CFO also will be charged with assisting with researching the need for an automated work order management system and assisting with recommendations for appropriate software for implementation.

Ideal Candidate

The ideal Chief Financial Officer will be a professional and ethical CFO who is a dedicated team player and has a proven Financial Services record of success in leadership and management of Finance functions within a public/governmental agency/organization. The ideal candidate will be detail-oriented, have well-developed problem-solving abilities, have the ability to communicate with stakeholders about the budget process, and facilitate discussions to ensure staff members feel comfortable asking questions.

The successful candidate should be an experienced, self-confident person who can immediately provide quality Financial Services to a variety of internal divisions in a timely manner and is able to address budget and other financial and economic questions/concerns/issues with diplomacy and tact. The ability to identify and implement new and innovative approaches within a department is an important qualification expected of the new CFO. Specific experience is expected in purchasing and procurement, accounting, rate and budget development and the ability to offer responsive support services to a team-oriented organization. The ideal candidate will implement DEI initiatives as part of fulfilling HCWA's mission, vision, and core values, be personable and have the ability to collaborate with a wide variety of people. Must have excellent presentation skills and the skill to interact with the HCWA Board of Directors, the four municipalities in Henry County, Henry County Government Commissioners and Staff, and other professionals such as bankers, actuaries, CPAs, financial consultants and attorneys on a frequent basis.

Minimum Qualifications

- Bachelor's degree in finance, accounting, or related degree from an accredited university is required. A Master's degree is preferred.
- A minimum of five (5) years of progressively responsible experience in finance and accounting, including capital financing and investment and management of funds, most of which were in a management capacity required; or any combination of education and experience to meet the minimum requirements of the position.
- Evidence of continued professional development such as GFOA or other upper-level finance certifications or Certified Public Accountant (CPA) designation are preferred.
- Must possess a valid Georgia driver's license or have the ability to obtain upon selection.



Compensation and Benefits

Starting salary for this position depends upon qualifications (DOQ) of the selected candidate and is expected to be in the range of \$180,000 - \$205,000 with a comprehensive benefits package including health, dental, and vision insurance, life insurance, long-term and short-term disability and a defined benefit pension plan with a 5% mandatory employee contribution and a 457 savings plan. Relocation expenses are negotiable.

How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history **not later than 5:00 p.m. on October 14, 2022** to: Lisa Ward, Senior Associate, Mercer Group Associates at **lisaward912@gmail.com**. Any questions please call 706-983-9326.

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