

The Western Monmouth Utilities Authority, Monmouth County's premier environmental government agency, is excited to be expanding our team of dedicated and valued professionals who maintain our critical wastewater infrastructure by seeking a Manager of Finance & Administration to join the management team (see below). WMUA offers top salaries, outstanding benefits, unparalleled professional and personal development and a laid-back yet mission-oriented workplace to highly-motivated, positive, proactive and team-centered individuals.

The successful candidate should have significant and demonstrable experience in a purchasing or accounts payable role. All candidates must also possess a high school diploma. Highly desirable candidates will have one or more of the following:

- Undergraduate degree in a related field
- Certified Public Manager (or closely related) certifications and/or licenses
- Qualified Purchasing Agent (or closely related) certifications and/or licenses
- Three or more years of relevant career experience in a government agency
- Edmunds GovTech Software
- Microsoft Office Applications including Word, Excel, PowerPoint, and Publisher

Interested applicants should send their resume to Francine Nudelman, Human Resources Officer at [FNudelman@wmua.manalapan.nj.us](mailto:FNudelman@wmua.manalapan.nj.us).

### **Position Description** **Manager of Administration and Finance**

The employee will report directly to the Chief Financial Officer and/or Director of Administration and will:

- Lead complex projects by taking primary responsibility from initiation to completion.
- Investigate and resolve complaints related to contracts, procurement, and other operational issues.
- Conduct expenditure analyses to ensure efficient use of resources and compliance with budgets.
- Formulate procedures for both staff and customers to improve operational efficiency and service delivery.
- Provide training and guidance to central office and authority staff on purchasing-related matters.
- Write and analyze bid specifications for goods, services, and projects to ensure alignment with organizational needs.
- Evaluate contracts and bid proposals to ensure compliance with requirements and determine the best value for the organization.
- Review State contracts to ensure compliance with applicable laws and regulations.
- Coordinate the bid process for Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Requests for Information (RFIs), and make recommendations for waivers of advertising where appropriate.
- Investigate and resolve complex contract issues related to performance, compliance, and payment.

- Write policies and procedures that govern the procurement and contracting processes.
- Plan and communicate project implementation to ensure timely execution and stakeholder alignment.
- Prepare the bill list and ensure timely payment of all Authority bills.
- Procure materials, supplies, capital equipment, and contract services in accordance with NJ Local Agency Procurement Laws and Local Public Contract Law.
- Prepare RFQs, RFPs, and coordinate bid requests for the purchase of goods, services, and capital equipment.
- Handle bid solicitations, coordinate bid advertisements, supervise bid openings, and verify bid documentation for accuracy and compliance.
- Maintain and organize records and respond to public record requests in compliance with the NJ Open Public Records Act (OPRA).
- Assist with the preparation of the annual budget and continuously monitor spending to ensure compliance with budgetary constraints.
- Supervise and communicate with office staff to ensure performance aligns with the Authority's mission and vision.
- Provide customer assistance, including answering phone calls and assisting at the Authority's payment window.
- Review committee meeting agendas and assist with preparations as needed.
- Perform additional tasks as required by the Director of Administration and Finance or the Chief Financial Officer.
- Oversee accounting functions such as maintaining ledgers, implementing cost controls, and preparing reports and analyses.
- Monitor and adjust work assignments for support and administrative staff to achieve organizational goals while accommodating personal needs where possible.
- Respond to and direct inquiries related to procurement, contracting, and other relevant functions.
- Direct and perform customer service functions as necessary.
- Supervise key operations documents, including policies, manuals, contracts, and other essential records.
- Direct and perform Clerk of the Board functions, including attending and participating in Board of Commissioners meetings as required.
- Oversee and perform the functions of full- and part-time staff who report directly or indirectly

The ideal candidate will possess and be able to apply a thorough understanding of all applicable purchasing laws in the State of New Jersey. The Authority is seeking an individual with strong interpersonal skills, ability to multitask, strong organization and prioritization skills, computer skills, a positive professional attitude and an ability to self-start as well as manage and excel in a team environment. The ideal candidate will also be career-driven and regularly update workplace competencies by participating in educational opportunities.

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