



VACANCY ANNOUNCEMENT

MANAGER OF FINANCE AND ADMINISTRATION

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 highly qualified individual 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.

All candidates must have experience in a purchasing or accounts payable role in a government entity. All candidates should also possess a high school diploma and undergraduate higher education degree at minimum. Interested applicants should send their resume to Scott Di Benedetto, CFO at SDiBenedetto@wmua.manalapan.nj.us and Fran Nudelman, HR Officer at FNudelman@wmua.manalapan.nj.us.

Manager of Administration and Finance

The employee will report directly to the Chief Financial Officer and take ownership of the following tasks, including but not limited to:

- All accounts payable duties
- Preparation of the bill list and payment of all Authority bills
- Procuring materials, supplies, capital equipment and contract services as-needed in accordance with NJ Local Agency Procurement Laws and Local Public Contract Law
- Preparing RFQ's, RFP's and coordinating bid requests for purchase of goods, services and capital equipment
- Handling solicitations of bids, coordinating advertisement of bid openings and filing of all bid documents as well as supervising bid openings and verifying bid documentation
- Maintaining and organizing all applicable records and backup as well as responding to record requests in accordance with the NJ Open Public Records Act
- Assist in preparation of annual budget as well as continuously monitoring spending in compliance with budget
- Communicating with and overseeing office staff to ensure performance is aligned with Authority's Mission and Vision

- Providing customer assistance as needed, including but not limited to answering phone calls and assisting at the Authority's payment window
- Reviewing committee meeting agendas and assisting with preparation when necessary
- Perform ancillary tasks on an as-needed or ongoing basis as deemed appropriate by Director of Administration and Finance or the Chief Financial Officer

The ideal candidate must have a thorough understanding of all applicable purchasing and accounts payable 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.

Qualified Purchasing Agent certificate is a plus.