

## **Job Description: Business Manager**

Position: Business Manager

Organization: Long Creek Water Association

Location: 4695 Long Creek Water Road, Meridian, MS 39301

Contact: (601) 693-3096

### **Overview**

The Long Creek Water Association is seeking a highly skilled and experienced Business Manager to oversee the administrative and financial operations of the association. The ideal candidate will have a strong background in utility management and hold an MBA. This role requires a proactive leader with excellent management skills, financial acumen, and a deep understanding of the water utility industry.

### **Key Responsibilities**

#### **Administrative and Financial Management:**

- Oversee all administrative functions, ensuring efficient and effective operations.
- Develop and manage the annual budget, monitor expenditures, and ensure financial compliance.
- Prepare financial reports, forecasts, and statements for the Board of Directors.
- Implement and manage billing and collection processes to ensure revenue stability.
- Coordinate and manage financial audits and ensure compliance with state and federal regulations.

#### **Utility Management:**

- Ensure the effective management of water resources and infrastructure.
- Oversee maintenance schedules, system upgrades, and emergency response plans.
- Collaborate with the technical team to ensure all operations meet regulatory standards and best practices.
- Monitor and report on key performance indicators related to utility management.

#### **Human Resources:**

- Supervise and support office staff, including hiring, training, performance evaluations, and professional development.
- Implement HR policies and procedures in compliance with relevant laws and regulations.
- Foster a positive and productive work environment.

**Strategic Planning and Development:**

- Work with the Board of Directors to develop and implement strategic plans for the association's growth and improvement.
- Identify opportunities for operational improvements and cost savings.
- Lead initiatives to enhance customer service and community relations.

**Regulatory Compliance and Reporting:**

- Ensure compliance with all local, state, and federal regulations governing water utilities.
- Maintain accurate records and prepare necessary reports for regulatory agencies.
- Stay current with industry trends, regulatory changes, and best practices.

**Community and Public Relations:**

- Act as the primary point of contact for members and stakeholders.
- Address customer inquiries, concerns, and complaints promptly and professionally.
- Develop and implement community outreach programs to enhance public awareness and support.

## Qualifications

**Education and Experience:**

- MBA (Master of Business Administration) required.
- Minimum of 5 years of experience in utility management, preferably in the water sector.
- Proven track record of financial management and administrative leadership.

**Skills and Abilities:**

- Strong financial management skills, including budgeting, forecasting, and financial reporting.
- Excellent leadership and team management abilities.
- Comprehensive knowledge of utility management practices and regulations.
- Proficient in using accounting software, MS Office Suite, and utility management systems.
- Exceptional communication and interpersonal skills.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Strong computer trouble shooting skills.

**Working Conditions**

- Primarily an office-based role with occasional field visits.
- Standard business hours with some flexibility required for meetings or emergencies.
- Moderate physical activity, including sitting, standing, and walking.

**Application Process**

- Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [parotid-plectra0e@icloud.com](mailto:parotid-plectra0e@icloud.com) or mail to:

Long Creek Water Association  
Attn: Board of Directors - Application  
4695 Long Creek Water Rd  
Meridian, MS 39301

Applications will be accepted until filled.