

Program Coordinator
Sub Regional Operating Group (SROG)
Phoenix, Arizona



AMWUA is seeking a qualified individual to serve as the Sub Regional Operating Group (SROG) program coordinator to oversee the administrative and financial accounting services support to the five SROG cities that own and operate the 91st Ave Wastewater Treatment Plant. The selected applicant will be an integral part of the organization and will provide high quality service to board members, member staffs, and other professionals in the community.

The ideal candidate will be self-motivated, self-directed, detail-oriented, have excellent writing and communication skills, and work well both independently and in a team. He or she will be able to identify tasks that need to be undertaken, prioritize, and stay focused and ahead of things in a fast-paced environment with minimal supervision.

Duties and Responsibilities

The duties and responsibilities of this position include, but are not limited to:

- Track and conduct routine analysis of monthly Capital Improvement Project (CIP) expenditures and individual project costs; prepare monthly billings (Operations & Maintenance and CIP) for the SROG cities; create and distribute reports and financial documents to member cities' staff.
- Prepare capital improvement projects cash flow; participate in consultant evaluation and selection for relevant projects; assist with audit preparations, and conduct additional accounting processes as necessary.
- Prepare and assemble documents and other materials for meetings and providing support for meetings.
- Staff meetings, and draft and finalize meeting minutes.
- Respond to SROG city staff inquiries and information requests, and update and maintain filing, and calendar of meetings

Education and Requirements

- BA or BS degree preferred
- Outstanding support service abilities and professionalism
- Excellent writing and grammar skills and communications abilities, both written and verbal, are imperative
- Ability to take personal initiative, to be self-directed, to think ahead, to work both independently and as a team member, and to collaborate and coordinate with others
- Excellent organizational and time management skills, the ability to manage multiple tasks, to define and set priorities and problem solve, as well as exceptional attention to detail
- Excellent skills and experience with Microsoft Word, Excel, PowerPoint, and Adobe Professional

This list of essential responsibilities and requirements is not intended to be exhaustive. AMWUA reserves the right to revise this job description as needed to comply with actual job requirements.

This position is a unique opportunity to learn about the complexities and workings of a regional wastewater system. AMWUA provides attractive benefits, including health insurance and retirement through the Arizona State Retirement System. The AMWUA office is located at Central Avenue and Thomas Road in Phoenix, convenient to light rail, bus, and freeways.

Starting Annual Salary: \$50,000 (depending on qualifications)

If you are interested in this opportunity, please submit a cover letter and your resume no later than **September 18, 2017** to Diana Pina at dpina@amwua.org. If you have any questions, please contact Diana at 602-248-8482.

AMWUA is a non-profit corporation established in 1969 with offices located in Phoenix Arizona. AMWUA works on behalf of its members—the cities of Avondale, Chandler, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, and Tempe and the town of Gilbert. AMWUA's mission is to protect its members' ability to provide assured, safe and sustainable water supplies to their communities, and to advocate responsible water stewardship that supports economic prosperity and safeguards Arizona's water supplies for future generations.