



SPRINGFIELD – WATER AND SEWER COMMISSION

COMPTROLLER

SWSC by the Numbers

Employees	250
FY 26 Budget	\$125,000,000
Capital Improvement Plan	\$500,000,000+
Population Served	250,000
Water Distributed	30-50 million of gallons per day
Wastewater Treated	40 million gallons per day
Water Distribution System	597 linear miles
Wastewater Distribution System	471 linear miles
Water accounts	43,500
Wastewater accounts	36,000

Links

[Springfield Water and Sewer](#)

[FY26 Budget](#)

[Video FY26 Budget Presentation](#)

[Facebook](#)

WELCOME

The Springfield Water and Sewer Commission has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston to assist in the recruitment of a Comptroller.



Appointed by the Board of Commissioners and working closely with the Executive Director, the Comptroller is responsible for the financial stewardship of the budget, payroll, accounts payable, as well as fiscal oversight of federal and state grant funding. The role requires a hands-on leader who can work alongside the Finance Director in managing the day-to-day financial operations. The position oversees a wide range of critical functions including budget development and oversight of the annual audit conducted by an outside agency. The Comptroller provides transparent and effective communication to both internal and external stakeholders of the Springfield Water and Sewer Commission (hereafter SWSC).

The Comptroller serves as one of the Executive Director's chief advisers on administrative and financial matters, works collaboratively across various local/state/federal agencies, and provides a critical role in transforming utility services with data-driven leadership and a full understanding of government accounting principles and procedures.

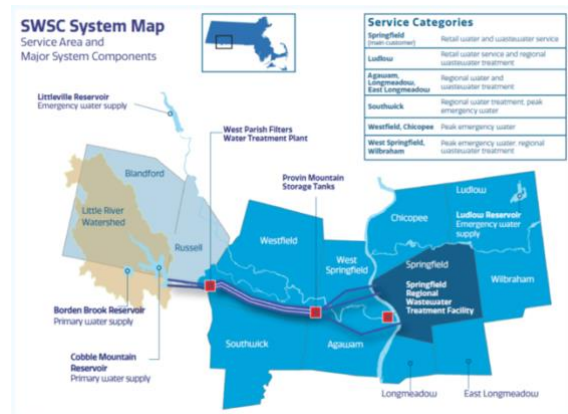
THE AGENCY

The history of the Springfield Water and Sewer Commission can be traced back to the mid 1800's. Dams and reservoirs were constructed to supply water to residents and businesses in the burgeoning city of Springfield. In the 1930's, a wastewater treatment plant was constructed largely to protect the health and safety of city residents as well as the area rivers and waterbodies. Until 1996, the water and sewer operations came under the stewardship of the City of Springfield. In 1996, the Springfield Water and Sewer Commission was formed via a special Act of the State Legislature. The control of water and wastewater operations was transferred to the newly formed Commission.

The Commission is governed, in accordance with MGL chapter 40N, by three members, appointed by the Mayor of Springfield and confirmed by its City Council. The Commission’s enabling legislation gives full independent authority to the Commission to operate the water and wastewater operations. The Commission has full control of financial operations and is authorized to borrow funds without the approval of the City government, including the authority and responsibility to set rates for water and sewer services. The Commission oversees the selection of the Executive Director who is tasked with strategic planning and the management of personnel leading various divisions within the agency.

SWSC maintains its own bond rating, apart from the city. The Commission’s autonomy extends to personnel policies and compensation systems. The Commission also has its own collective bargaining agreements, its own personnel policies and its own employee insurance programs; however, its employees are members of the Springfield Retirement System for pension purposes and years of service in a PERAC plan are transferable (subject to the rules of the Springfield Retirement Board).

A map of the service area is illustrated here. In addition to servicing Springfield and Ludlow, SWSC provides wholesale water services for Agawam, East Longmeadow, Longmeadow, and Southwick. The Commission's service area is regional and extends to include partial or emergency services to communities like Westfield, West Springfield, Chicopee, and Wilbraham. The entire water distribution system flows by gravity from the source at Cobble Mountain Reservoir to the cities of Springfield and Ludlow.



CHALLENGES & OPPORTUNITIES

- ◆ The Commission is challenged with modernizing the aging infrastructure and has developed a 20-year Capital Improvement Plan and accelerated its projected implementation to 6 years. SWSC is in the midst of constructing a \$363 million new Water Treatment Plant. The improvements are necessary to improve system reliability and maintain regulatory compliance. The capital plan includes projected reductions in some cost centers resulting from improved efficiencies
- ◆ The Commission is experiencing minimal growth in sales while at the same time managing increases in operating and capital costs
- ◆ SWCS is faced with ever changing regulations and standards for drinking and wastewater. In addition, unfunded mandates from federal and state agencies impact operations and costs
- ◆ Extreme weather systems have impacted consumption patterns which result in a focus on prudent fiscal monitoring and management
- ◆ Physical and cyber security concerns continue to evolve in our rapidly changing technological landscape. These are a concern for all utilities providers
- ◆ The vacancy in the Comptroller position provides a great opportunity for an experienced individual to work with the collaborative and cohesive culture in addressing these challenges.



CORE RESPONSIBILITIES

Management of Financial Documents

- ◆ Develops and maintains a complete set of financial records and books of accounts from budget through actual transaction to final reporting.
- ◆ Ensures the maintenance of updated records of all sources of revenue, expenditures, and commitments.
- ◆ Maintains custody of contracts and purchase orders

Financial Planning & Budgeting

In collaboration with the Executive Director and the Finance Director, leads the annual budget process which includes the preparation of the annual operating and the presentation of both the operating and capital budgets to the Board on behalf of Administration. Works with the financial team to conduct long-range financial planning and data-driven analysis to support strategic decision-making.

Accounts Payable

- ◆ Examine all invoices for payment. Has the authority to reject requests for payments that don't adhere to standards.
- ◆ Prepares all accounts payable and payroll warrants.

Audit

- ◆ Conducts regular internal audits of SWSC departments to ensure policies adhered to
- ◆ Checks treasurer's cash and petty cash and prepares monthly reconciliation
- ◆ Coordinates and oversees annual financial audit

Payroll, Benefits & Compliance

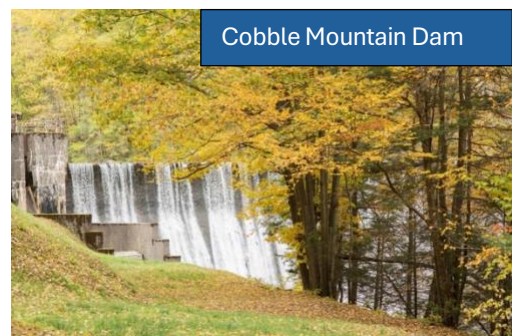
Oversees payroll processing and compliance, including filing payroll taxes, W-2 forms, and reports with state and federal agencies. Ensures all employee compensation and related reporting are accurate and timely.

Personnel Management

Manages and supervises a staff of three (Accounting Manager, Accounts Payable Specialist and Payroll Specialist).

IDEAL CANDIDATE

- ◆ Thorough knowledge of municipal/utility accounting, budgeting, payroll, and payable practices.
- ◆ Experience in working with external auditors in the review and preparation of annual financial statements
- ◆ Proven leadership and staff development abilities.
- ◆ Collaborative team player willing to work with all divisions of the SWS organization as well as external stakeholders.
- ◆ Independent, sound decision-maker with high integrity.
- ◆ Proficiency with financial software (currently using Springbrook), spreadsheets, and databases.
- ◆ Proven expertise in managing the financial records of multiple capital projects, and administering complex Federal and State grant assistance filing requirements
- ◆ Skilled in analyzing and presenting financial data.
- ◆ Effective organizer with the ability to manage multiple priorities.



QUALIFICATIONS

Bachelor's degree in business with focus on finance and/or accounting and ten (10) years of progressively responsible experience in municipal finance or utility finance or any equivalent combination of experience, education, certification or training. Master's degree or CPA preferred. Strong knowledge of principles and practice of government accounting, GASB, applicable state and federal laws and regulations Working knowledge of financial public utility operations desirable.

SALARY AND BENEFITS

The anticipated starting salary range is \$145,000 - \$165,000 depending on qualifications. The SWSC offers a competitive benefits package including comprehensive insurance, up to 5 weeks paid vacation time, paid sick and personal, and thirteen (13) annual paid holidays. Employees of the Commission participate in a Massachusetts PERAC pension system.

NEXT STEPS



Please submit a cover letter and resume to the Collins Center for Public Management at: collinscenterrecruit@umb.edu and include in the subject line “[Your last name] - Springfield WS Comptroller”. **Review of resumes will begin December 1, 2025.** The position will remain open until it is filled. Please contact Mary Aicardi, HR Practice Leader at 508-215-8992 with any questions.

Visit the Collins Center for Public Management www.umb.edu for more information.

The Springfield Water and Sewer Commission values diversity, equity, and inclusion and believes that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design, and deliver enriched solutions and services for the community. The Springfield Water and Sewer Commission is an Equal Opportunity Employer and embraces and encourages all qualified candidates to apply.