



SUMMARY POSITION DESCRIPTION

POSITION TITLE:	Chief Financial Officer
DEPARTMENT:	Senior Staff Management
REPORTS TO:	Chief Executive Officer
DIRECTLY SUPERVISES:	Controller and Member Service Representatives
FLSA CLASS:	Exempt
SALARY GRADE:	Negotiated

Position Summary

Manages all aspects of the Cooperative's finance and accounting functions through development and maintenance of sound accounting and business practices, procedures and systems. Effectively communicate to the Cooperative's senior management and the Board of Directors the short- and long-term financial situation and suggest alternative solutions. Issue reports and financial statements based upon accounting research and in accordance with RUS/CFC guidelines. Develop projections and evaluations of the current a forward financial position to ensure compliance with creditor covenants. Provide overall management of accounting, finance and member service personnel.

Essential Responsibilities and Duties

1. Must have a good understanding of the accounting principles and procedures as they related to the financial statement of rural electric utility. This includes a thorough knowledge of RUS Uniform System of Accounts, including work order procedure, general ledger, in order to have a complete familiarity with the financing and operation of a rural electric utility.
2. Should be proficient in the areas of expense analysis, accounts payable, accounts receivable, billing, payroll, property records and long-term debt acquisition.
3. Must be accurate in detailed analysis and computational tasks.
4. Must be able to work effectively with auditors.
5. Must possess human relation skills generally associated with a management position in order to effectively supervise personnel.
6. Directs the maintenance of the general ledger.
7. Prepares monthly operating reports and other statistical reports.
8. Maintains loan fund records and prepares loan fund requisitions.
9. Development of financial forecast and annual budgets.
10. Coordinates efforts to ensure effective cash management.
11. Prepares financial and statistical information for Management and Board as requested.
12. Reviews all disbursements made by the Cooperative.
13. Maintains effective banking/financial institution working relationships.
14. Coordinates the annual independent audit.
15. Oversees the maintenance of property records.
16. Supervises tax activities.
17. Coordinates with management on new business or diversified services, including preparing and analyzing strategies, business plans and financial data.

18. Prepares annual reports to various financial and government agencies.
 19. Prepares or delegates all monthly, quarterly or annual regulatory reports.
 20. All activities related to capital credits to include general retirement, estate retirements, allocations, unclaimed and donated capital.
 21. Contract management to include development and implementation of service agreements, negotiation and maintenance and tracking of insurance and licensing requirements.
 22. Oversees the miscellaneous receivables, including the processing of accident, outside or inside emergency assistance invoices.
 23. Financial presentations to the Board.
 24. Other duties as assigned.
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Qualifications

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration or related field is required.
 - Master's degree or CPA desired.
 - Must have a valid driver's license.
 - Live within 30 miles of the Cooperative.
 - Attend training and/or courses relating to the area of work (overnight stay may be required).
 - Must possess teamwork skills.
 - Self-motivated and ability to take initiative.
 - Possess the ability to solve problems and work with a high level of accuracy.
 - Works with honest and integrity, strong overall work ethic.
 - Punctual attendance with a flexible and adaptive personality.
 - Must pass a pre-employment screening, physical requirements and drug screen.
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Working Conditions

1. Generally accepted office working conditions.
2. Frequent work outside normal working hours may be required.
3. Frequent travel required to represent the Cooperative at training and informational meetings of allied organizations and professional groups.
4. Sedentary work requiring exertion of up to 25 pounds of force occasionally and/or a negligible amount of force frequently.
5. Lifting of generally 25 pounds or less.
6. Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding.
7. Primarily inside work at a desk. Must be able to use office equipment such as a copier, computer, printer, email communications and other devices as deemed necessary.
8. Must be able to effectively communicate to individuals both verbally and written in small and large groups.
9. Must be able to read, write, and do arithmetic.
10. Requires analyzing data and reports, conducting research, coordinating people and resources, directing and supervising people and evaluating performance.
11. Must be able to present information to others and work under stress.

Revised

(Insert date here)

Accepted by: _____
Employee

Date: _____

Witnessed by: _____
Human Resources

Date: _____