



"YOUR Partners in Power Since 1940"

## **CHIEF FINANCIAL OFFICER**

### **DEFINITION:**

Responsible for management of the finances of the Cooperative.

### **REPORTS TO:**

Chief Executive Officer

### **SUPERVISES:**

Finance, Accounting, Billing, Customer Service, and Human Resources functions

### **ESSENTIAL FUNCTIONS:**

Within the limits of approved board policies, operating guides, and procedures, assumes responsibility for and has commensurate authority for the following duties and activities:

- Plans, establishes, coordinates, and controls all accounting method systems, and procedures used within the Cooperative in accordance with the RUS Uniform System of Accounts and Generally Accepted Accounting Practices.
- Maintains responsibility for the cash management program.
- Prepares and interprets financial statements, fiscal reports, and statistical data for the purpose of projecting financial needs and advises the Chief Executive Officer on the trend of operations.
- Audits office operations, systems, and procedures to ensure compliance with federal, state, RUS, and Cooperative policies and guidelines and makes recommendations for improvements and policy changes.
- Supervises and coordinates the performance of work by assigned departments and is responsible for preparation of monthly balance sheets and financial reports for management, the Board of Directors, and RUS.
- Establishes and controls the office budgets and correlates and compiles the Cooperative's Budget.

- Coordinates and provides the necessary information for third parties to complete cost of service studies and long-range financial forecasts, and assists in the preparation of power requirements studies, rate design, loan applications, and all other studies or financial analysis.
- Operates or directs the operation of the Cooperative's data processing system.
- Participates with the Chief Executive Officer and staff in the development of objectives and policies for recommendation to the Board of Directors.
- Analyzes insurance needs and recommends needed coverage.
- Assumes responsibility of the accounting department for the Cooperative's overall accounting functions, including accounts payable and receivable, payroll, work orders, preparation of monthly financial statements, general ledger and other operating reports.
- Maintains responsibility for all capital credit allocations, retirements and records.
- Maintains and files all employees major medical, dental and retirement records as NRECA Benefits Administrator. Manage all benefit meetings and provide all necessary disclosures.
- Responsible for maintaining computers and resolution of computer associated problems and applicable software.
- Prepare and submit all year-end reports.
- Performs all other duties as required.

#### **Other Responsibilities:**

- Perform various other duties as needed.

#### **Knowledge, Skills & Abilities:**

- Ability to understand Generally Accepted Accounting and RUS Uniform System of Accounts and Accounting Practices.
- Development and implementation of processes and procedures.
- To use computers, printers, copiers, scanners, and other office equipment and related programs.
- Ability to work either independently or with a team in a timely and efficient manner.
- Ability to communicate both verbally and in writing.
- Ability to communicate and work effectively with the Chief Executive Officer.

- Ability to communicate and work effectively with members, staff, and the public.
- Excellent at public speaking.
- Ability to maintain complete confidentiality of classified information.
- Appearance and attitude must project a professional and positive image for the Cooperative.
- Ability to learn and follow laws and regulations.
- Ability to interpret financial reports and statistical data.

### **Education and/or work Experience:**

A bachelor's degree in accounting, finance, or related field from an accredited college or university or commensurate work experience. Prefer candidate with experience working with people, working as a team, and speaking to the public.

### **Certifications, Licenses, Registrations:**

Must have, or be able to obtain, and maintain a valid South Dakota driver's license, have an excellent driving record and can be insured under the Cooperative's policy carrier.

### **Physical Requirements:**

This position requires some physical labor. Lifting of up to 30 pounds to a height of 36 inches may be required for the completion of some responsibilities and duties. A valid South Dakota Driver's license is required.

Essential physical functions of the position include, but are not limited to:

- Talking and listening in person and on the phone to discuss or complete work assignments.
- Near vision for reading or reviewing work and operating a computer.
- Use of computer and keyboard.
- Depth perception for diving as the position requires some travel.
- Ability to lift 30 pounds unaided to a height of 36 inches.

### **Working Conditions:**

Good working conditions with the absence of disagreeable conditions. A climate-controlled building with adequate lighting and space. The noise level in the work environment is usually quiet but does have employees and the public coming and going throughout the day.

**Note:**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Cooperative.