

Tri-County Electric Cooperative, Inc. Position Description

Job Title: Vice President, Finance & Accounting

Department: Finance and Accounting

Effective Date: August 2019

JOB SUMMARY:

The Vice President of Finance and Accounting is responsible for the management of the overall sound fiscal operation of the Cooperative and directing of the activities of the Finance Department. This includes the functions of accounting, treasury, ratemaking, corporate planning and financial forecasting. Assist the Chief Executive Officer in strategic and tactical planning for the Cooperative. Interrelate and effectively communicate with the Board of Trustees of the Cooperative in all matters of financial decision-making. Provide effective guidance, support, and leadership to the employees of the Finance Department in the performance of their respective responsibilities.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor of Science degree in Finance and/or Accounting or related field is preferred. Six (6) or more years of extensive finance and accounting experience is required, preferably with an electric utility. Management of finance personnel and accounting functions is preferred. CPA is a plus.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate and direct the preparation of the Cooperative's annual budget. Assist departments in the review of budget reports and in preparation of annual capital expense and activity budgets. Authorize and approve departmental expenditures in accordance with budget
2. Insure the continuous development and implementation of fiscal policies, procedures and processes which provide for continuous business operations and for the protection of the corporation's assets
3. Direct and coordinate the work and employees assigned to the Finance and Accounting Department
4. Develop and insure the implementation of departmental and individual goals and objectives through continued monitoring and review of individual performance
5. Direct organizational planning that evaluates structure, position responsibility, and

manpower forecasting within department

6. Assists with the Tri-County Electric's annual audit, to include preparation of financial information independent
7. Develops financial key performance indicators for use by Senior Management and Board of Trustees
8. Assists, reviews and verifies accuracy of Tri-County Electric financial statements, to include required monthly reports, annual reports and special reports
9. Assists with and coordinates loan documents
10. Assists in the development of corporate programs, long-range plans, forecasts and budgets. Assists in preparation and evaluation of rate design documents and rates and cost of service information
11. Insure effective implementation and continuous improvement of financial controls, annual budgets, accounting, and auditing procedures designed to monitor, report, evaluate and assess the financial and business aspects of the corporation
12. Forecast the future financial performance of Tri-County including the development of scenarios and 'what ifs' that explore the variations and risks inherent in the forecasts
13. Provide for the timely analysis, evaluation, alternative assessment, development and implementation of selected tactical and strategic plans necessary to insure the continuous and long-term viability of the corporation including but not limited to resource (i.e. generation, transmission, purchase power), financial and capital project planning
14. Utilize FERC and RUS financial guidelines in the implementation of standard accounting and financial processes
15. Insure the planning, assessment, acquisition and management of the activities required to support the corporation operating and construction programs including but not limited to the acquisition of debt, management of equity, treasury and working capital management, financial market access, risk management, acquisition and tariff development and modification
16. Provide for the cooperative's timely, expeditious, effective and ethical acquisition of goods and services while insuring adequate material management and inventory control
17. Perform duties in accordance with all applicable policies, rules, regulations and laws pertaining to Tri-County Electric

18. Serve members and customers by taking appropriate action on requests and questions promptly and ensure they are treated with courtesy at all times
19. Maintain effective communications with all departments to assure coordinated efforts and understanding in carrying out objectives. Work to obtain mutual agreement on problems involving coordination
20. Performs such other duties as may be requested or assigned to fulfill the needs of Tri-County Electric in the interest of good management practices

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong interpersonal skills that allow for establishing and maintaining effective working relationships with customers, management staff and other associates
2. Ability to communicate effectively in oral and written form
3. Knowledge of personal computer skills that include spreadsheet, word processing, mainframe computer skills such as inquiry, data entry and printer operation skills
4. Knowledge and ability in planning, organization and coordination of a variety of activities to obtain maximum results
5. Ability to prepare and present reports, work plans, budgets, estimates and performance records

OCCASIONAL RESPONSIBILITIES AND DUTIES:

1. Participation in technical, professional and community activities
2. Assume other activities and responsibilities as directed
3. Attend cooperative meetings as requested
4. Travel by automobile or airplane to for work, training or planning purposes

PHYSICAL, MENTAL, AND VISUAL DEMANDS:

1. Work is performed in the office under normal working conditions and outside in all weather conditions, terrain, lightning, noise, etc.

2. Listens and communicates orally with employees, members and the public
3. Frequently sits in a vehicle to drive and/or ride to various sites
4. Majority of time required sitting, bending at neck, waist, legs, and arms; twist body; and change positions at will
5. Frequently stand, walk, bend at waist, stoop, or reach
6. Occasionally squat, kneel, climb, or balance on fence or ladder
7. Requires repetitive motions with hands and fingers such as keyboarding, calculators, use of telephones, cell phones, etc.
8. Exertion of 10 pounds of force frequently, up to 20 pounds of force occasionally
9. Requires close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
10. Noise level in work environment is moderate. Work requires close attention to detail and accuracy and is varied in nature with regular interruptions. Subject to irregular hours

SUPERVISION RECEIVED AND EXERCISED:

Receives general guidance and direction from the Chief Operating Officer. Direct reports include:

1. Controller
2. Accounting Administrator
3. Plant Accountant
4. Payroll Specialist
5. Accounting Specialist
6. AP Specialist

REQUIRED LICENSES OR CERTIFICATIONS:

Valid driver's license issued by state of domicile

This position description is not intended to be all-inclusive; an employee will also perform other job responsibilities as assigned by the immediate supervisor or management.

Management reserves the right to change position descriptions, specifications or work schedules to accommodate individuals with disabilities or as the need arises.

This position description does not constitute a written or implied contract of employment.