

VICE PRESIDENT OF FINANCE

Tri-County Electric Cooperative, Inc.

POSITION OBJECTIVE:

Manage the financial affairs of the Cooperative in accordance with established objectives, policies and plans. Organize and direct the timely and accurate accounting functions and activities of the Cooperative. Provide the CEO with accurate financial and statistical information on a timely basis to contribute to the Cooperative goals, objectives, plans, programs, and services.

DUTIES AND RESPONSIBILITIES:

- (a) Responsibilities include planning, organizing, managing, and directing the activities of the Finance department, including general accounting, financial planning, risk management, internal auditing and procurement, and reviewing and approving operating procedures to maximize the effective and efficient utilization of financial resources.
- (b) Responsible for overall finance control within established policy including investments of Cooperative funds with annual revenues of approximately \$40M, Construction Loan Funds of \$5M dollars annually, and Emergency Lines of Credit of \$160M.
- (c) Prepare and administer all RUS and supplemental lender loan applications.
- (d) Develops action plans to address KRTA values that exceed the 60th percentile within the national peer group.
- (e) Maintain all loan fund records and requisition funds.
- (f) Develop and maintain financial information and assumptions and prepare the ten-year Financial Forecast annually.
- (g) Develop information and make recommendations to meet the requirements of the equity management policy.
- (h) Directs the maintenance of the general ledger and related subsidiaries.
- (i) Supervises the preparation of monthly operating reports and other statistical reports, to include bank reconciliations.
- (j) Develop and maintain proper cash management programs.
- (k) Develop annual department plans and budget including personnel, equipment and supplies. Assist other departments in the development of their budgets.
- (l) Responsible for cooperative-wide purchasing systems such as Purchase orders, credit cards, etc.
- (m) Coordinate and consolidate cooperative-wide annual budget and analyze overall financial position.
- (n) Analyze and prepare detailed monthly and long-term financial information and provide recommendations for fiscal improvements to CEO.
- (o) Prepares and oversees preparation of financial and statistical information for Management and Board of Trustees as requested.
- (p) Reviews all general and construction fund disbursements made by the Cooperative.

- (q) Supervises payroll and accounts payable functions.
- (r) Supervises wholesale power billing activities.
- (s) Communicates with financial institutions (RUS, CFC, FFB, etc.) concerning debt activities.
- (t) Provides supervisory oversight of property records.
- (u) Supervises the tax and internal audit activities.
- (v) Maintain and approve daily e-time record.
- (w) Participates in safety meetings, training programs and annual meeting as required.
- (x) This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.
- (y) Responsible for the selection, assignment, training, development, review and evaluation of assigned direct report personnel.
- (z) Attends Board and Committee meetings as requested by the CEO.

KNOWLEDGE, SKILLS AND ABILITIES:

- (a) Bachelor's Degree in Accounting, Finance, Business Administration or related field is required. CPA is desirable.
- (b) Must have a good understanding of accounting principles and procedures as they relate to the financial management of a rural electric utility.
- (c) This includes a thorough knowledge of the RUS Uniform System of Accounts, including work order procedure, general and subsidiary ledgers, in order to have complete familiarity with the financing and operation of a rural electric utility.
- (d) Should be proficient in the areas of expense analysis, accounts payable, payroll, property records and long-term debt acquisition.
- (e) Must be accurate in detailed analysis and computational tasks.
- (f) Also must be able to work effectively with auditors.
- (g) Must possess human relations skills generally associated with a management position in order to effectively supervise office and accounting personnel.
- (h) Excellent computer skills with sound knowledge of Microsoft Office.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Works in a climate-controlled office environment. Job requires sitting, standing, walking, bending and reaching. Must be able to lift up to 30 pounds. Requires good finger dexterity, repetitive motions with hands and fingers. Some irregular hours required. Overtime may be required. Must be able to travel at times with short notice. Ability to drive and maintain a standard State of Florida drivers' license.

REPORTS TO:

CEO

SUPERVISORY RESPONSIBILITIES:

Fiscal Assistant

Purchasing Agent

Staff Assistant

POTENTIAL CAREER PATH

(a) CEO