

Central Texas Electric Cooperative, Inc.

Position: Chief Financial Officer
Reports to: Chief Executive Officer
FLSA Status: Exempt

Position Summary:

The Chief Financial Officer (CFO) reports directly to the Chief Executive Officer and is a key member of the management team. The position is responsible for the financial activities of CTEC and its subsidiary, Central Texas Extra-Services, Inc.

Essential Duties and Responsibilities:

1. Supervises the accounting department with a staff of 11 employees.
2. Supervises all accounting functions including payroll, accounts payable, cash receipts, general ledger, purchasing, warehouse, work orders, and capital credits.
3. Oversees the maintenance of the general ledger and related subsidiary accounts.
4. Oversees the preparation of monthly financial and statistical reports.
5. Prepares reports for Management and Board upon request.
6. Presents monthly presentations to the Board of Directors.
7. Develops annual budgets and financial forecasts.
8. Oversees cash management and financing of debt, including investment of funds.
9. Coordinates the annual audit.
10. Prepares annual reports to various financial and government agencies.
11. Oversees all monthly, quarterly, and annual filing requirements.
12. Performs additional duties as assigned by the CEO, including duties outside of normal responsibilities from time to time, as needed.

Education and/or Experience:

Bachelor's Degree in Accounting or related field with five years accounting experience with managerial responsibilities, preferably in an electric utility. CPA Certification is preferred.

About CTEC and Application Process:

CTEC offers an excellent salary and benefits package. Please visit our Careers tab at <http://ctec.coop> for a full job descriptions and link to our online application. Applications are also available at all CTEC offices. Submit application and résumé to:

Central Texas Electric Cooperative, Inc.
P.O. Box 553
Fredericksburg TX 78624
Attn: Human Resources

For more information contact Human Resources at (830) 992-2320. E.O.E. M/F/D/V