

NAVARRO COUNTY ELECTRIC COOPERATIVE, INC.

JOB DESCRIPTION OFFICE MANAGER/CHIEF FINANCIAL OFFICER

I. OBJECTIVES

To plan, direct and coordinate the office, clerical, billing, and accounting activities of the cooperative in accordance with Board and operational policies, and established accounting procedures; assure security of and proper accounting for, the assets of the cooperative, and to account for and establish the necessary controls of the receipts and deposits of all funds and the disbursements of all authorized expenditures. To create among the employees of the Member Services and Accounting Departments, an understanding and acceptance of the cooperative ownership, philosophy and principals and to develop their interest in and enthusiasm for a high quality of member service. Keep the General Manger/CEO adequately informed relative to progress, plans, programs, and activities so that he/she may determine adequacy, effectiveness, and conformity to established policies, objectives, and budgets.

II. RESPONSIBILITIES

- Plans, develops, and recommends appropriate policy with respect to office, clerical, billing, service and accounting operations and internal control.
- Develops and recommends annual budget of the Members Services, Meter and Accounting Departments. Consolidates departmental budgets into annual master budget and reviews with General Manager/CEO.
- Participates in planning of long range programs.
- Keeps abreast of current Rural Utilities Service and other requirements and developments in accounting.
- Makes studies and reviews trends in costs of doing business, adequacy of margins, etc.
- Keeps General Manager/CEO informed of trends and makes appropriate recommendations.
- Reviews periodically all activities of the Member Services, Meter and Accounting Departments and recommends to the Manager an organization plan for carrying out the basic administrative functions of the department.
- Interviews and recommends the hiring and/or termination of employees in the Member Services, Meter and Accounting Department in accordance with approved organizational plans and policies.
- Conducts Performance Reviews of employees under his/her supervision and recommends salary adjustments.
- Develops and maintains team spirit and enthusiasm throughout the departments by appropriate delegations, recognitions of accomplishments, coaching, and counseling.
- Sees that employees under him/her are trained in accordance with the requirements of their respective positions and maintains a training procedure to develop each employee to the fullest extent possible.
- Directs activities of the Member Services, Meter and Accounting Departments. Makes assignments of appropriate activities and delegate's authority with the recognition that he/she cannot be relieved of the overall accountability.
- Coordination of the Annual Audit

- Review of insurance coverage
- Reviews deposits, disbursements, delinquent accounts, billing adjustments and reconciles bank statements
- Insures that office personnel have a friendly, helpful attitude toward the public and the supervisor

III. RELATIONSHIPS

A. INTERNAL

1. Direct

- a. Reports to the General Manager/CEO
- b. Supervises the Manager of Member Services
- c. Supervises the Meter Department Manger

2. Indirect

- a. Other Department heads
- b. Personnel Assigned

B. EXTERNAL

- a. Audit Firm - To cooperate with them and assist them in the Annual Audit.
- b. Office Supply Representatives - Information on and purchase of office supplies and equipment.
- c. CIS and Accounting Software Vendor - Consult with in regard to conversions, reports, changes, and problems.
- d. Insurance Companies - To secure information and advice on adequacy of insurance coverage and reports to them concerning claims.
- e. RUS Field Personnel - To cooperate with the requests, counsel and help as needed and as approved by the Manager.

IV REQUIREMENTS

- a. Accounting degree and CPA preferred but not required with minimum 10 years' experience
- b. Experience in FERC accounting preferred but not required
- c. Critical thinker, self-starter, organized, able to sit long hours and lift 25 pounds, valid driver's license and able to pass background and drug check.
- d. All around accountant with experience in general ledger, accounts payable, accounts receivable, payroll, sales tax, human resources, cost accounting, asset management, cash management and account reconciliations.
- e. Must have excellent people and organizational skills and the ability to comprehend both written and verbal instruction, be comfortable with computerized accounting software and online reporting platforms. Must demonstrate leadership skills.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.

Resumes may be sent to jsadberr@navarroec.com.