

**POSITION DESCRIPTION
ACCOUNTING/FINANCE MANAGER**

I. Position Summary

This position is responsible for financial reporting in various areas while developing and maintaining accounting practices and procedures to ensure that all financial documents are accurate and prepared in a timely manner.

II. Reporting Relationships

- A. Reports to: General Manager (member of management team)
- B. Works With: Operations Manager and Office/HR Manager

III. Essential Duties And Responsibilities

Within the limits of approved board policies and procedures, budgets and specific delegation from the General Manager, the Accounting/Finance Manager assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable District image consistent with the District's Strategic Goals:

- A. Prepares monthly Financial, Statistical, Investment and Expenditure information for the Board of Directors.
- B. Attends monthly Board meetings to present financial report.
- C. Prepares and files monthly, quarterly, and year-end reports with the proper agencies.
- D. Assures the accurate preparation and timely filling of all tax reports: federal/state, unemployment, Nebraska gross income, state sales tax, county tax, FICA tax, and federal withholding reports.
- E. Assures adequate financial controls exist.
- F. Coordinates, cooperates, and consults with the auditor as necessary regarding accounting practices and prepares work documents and other reports for annual audit.
- G. Makes long-term and short-term investments decisions keeping in mind upcoming expenditures for the District
- H. Maintains a sufficient amount of petty cash and reconciles the account.
- I. Works closely with local banking/lending personnel on any problems involving the deposit of funds, checking accounts, pledged security coverage and other banking services.
- J. Backup for payroll activity for District staff.
- K. Responsible for accounts receivable and backup for accounts payable.
- L. Demonstrates empathy and responsiveness to internal and external customer needs by being timely, delegating if necessary, and following through.
- M. Maintains the other A/R invoicing system including invoice entry, posting, penalizing, and balancing. Creates all work order aid-in-construction invoices as directed by Operations.
- N. Provides administrative support for the Board of Directors, including coordinating meetings, legal notices, updating the Policy Manuals, preparing packets of information, making travel arrangements, conference reservations, meeting arrangements and answering related questions.

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- O. Serves as backup benefit's administrator for District employees and retirees.
- P. Prepares annual budget with General Manager, Operations Manager and Office/HR Manager.
- Q. Coordinates FEMA and NEMA reporting and processing.
- R. Develops and maintains adequate plant and property records with the help from the Operations Department.
- S. Oversees the data entry and balancing of the work order process and material inventory, with the help of the Operations Department.
- T. Helps provide information for bi-annual meeting with Federated Rural Electric Insurance Exchange.

IV. Education, Experience and Job Knowledge

A bachelor's degree in accounting is preferred with five years' of progressively responsible experience in accounting or financing operations. A High School diploma plus an additional five years of experience may replace the degree requirement. Must be or will be trained in CPR and basic First Aid. Five years' experience in the utility industry preferred. Previous experience demonstrating supervisory, or leadership skills preferred. Thorough knowledge of (or ability to learn) utility accounting practices and all processes required by the District to maintain customer accounts and financial statements. High level analytical, proofreading, and organizational skills. Discretion is required due to confidentiality of customer and employee data. Proven ability to effectively communicate in writing and speaking with customers, Board of Directors, and employees. Need high-level computer expertise, including proficiency Word and Excel. Knowledge of Access and PowerPoint and HR System use helpful.

V. External Relationships

- A. Customer: Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State, and County Officials: Confers with and cooperates with officials as it pertains to the District.
- C. Auditors and Contractors: Confers, advises, informs, cooperates, and coordinates as appropriate with each.
- D. Other Utility Personnel: Assists or request assistance via mutual aid with peer utilities.
- E. Public: Maintain good relations and promote Economic Development and Public Power.