

# **Dubois Rural Electric Cooperative, Inc.**

## **Job Description**

### **Manager of Finance**

#### **I. Objective:**

To perform any assigned tasks, at a level of expertise involving the management of the accounting, finance and human resource functions of the Cooperative.

#### **II. Duties and Responsibilities:**

- A. Performs management functions of organizing, directing, budgeting, coordinating and controlling the administrative activities in accordance with established policies, plans, and objectives of the Cooperative.
- B. Supports teamwork throughout the business.
- C. Perform effective cash management avoiding interest expenses, pursuing interest income, and avoiding bank penalties.
- D. Draw down, deposit and transfer between the various financial accounts held by the cooperative.
  - 1. Line of credit management
  - 2. Long and short term financing
- E. Prepare monthly Journal Entries
- F. Prepare monthly financial statements
  - 1. Cash flow report
  - 2. Sales report (kWh and revenue) and reconcile with Billing Supervisor
- G. Perform other accounting and financial functions for the cooperative.
  - 1. Process monthly depreciation and transactions in General Plant Accounts.
  - 2. Prepare audit schedules for annual audit.
  - 3. Audit transactions in General Ledger accounts when necessary.
  - 4. Check vendor invoices for validity.
  - 5. Process accounts payable invoices.

6. Prepare weekly payroll.
  7. Pay weekly, monthly, and quarterly taxes.
  8. Prepare monthly, quarterly, and annual federal and state tax returns.
  9. Process annual meeting report and notices.
  10. Pay property taxes.
  11. Reconcile all checking accounts.
  12. Reconcile, monitor and deposit all accounts in bad checks account.
  13. Reconcile petty cash.
  14. File daily cash registry printouts.
  15. Any other duties that may be assigned from time to time.
- H. Responsible and oversees the creation and maintenance for the Capital Credit Records and Retirements.

## Dubois Rural Electric Cooperative, Inc.

### Job Specifications

#### Manager of Finance

- Scope:** To perform any assigned tasks at a level of expertise, involving financial accounting, billing and communicating with the members and other employees.
- Education:** Bachelor's Degree in Accounting, Business or related field preferred.
- Experience:** Experience in Accounting, Finance and Human Resources preferred.
- Skills and Knowledge:** Supervision, financial, accounting, human relation knowledge and communication skills.
- Benefits:** Pension Plan; health, surgical and medical insurance; workman's compensation insurance; life insurance; 401(K) Retirement Savings Plan; holiday, vacation and sick leave; credit union; Employee Assistance Program.
- Physical Demands:** Lifting 10 lbs. maximum and occasionally lifting and/or carrying such articles as computer printouts, notebooks, ledgers, small tools, etc. Walking and standing are required only occasionally. Reaching. Handling. Fingering. Feeling. Talking. Hearing. Seeing.
- Environmental Conditions:** Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.
- Math Skills:** Requires mathematical development sufficient to be able to: Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratio and proportion.
- Language skills:** Must have developed language skills to the point to be able to: Read and understand instructions, safety rules etc.
- Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Speak with poise, voice control and confidence using correct English and well-modulated voice.

**To do this kind of work, you must be able to:**

- Compute and record numbers correctly.
- Follow procedures for keeping records.
- Use eyes, hands, and fingers at the same time to enter figures in books and forms, or to operate a calculator or personal computer.
- Perform work that is routine and detailed.
- Read and copy large quantities of numbers without error.