

Manager of Finance and Administration

Reports to: *CEO*

Department: *Finance and Administration*

Supervises: Accounting Associate, Director of Human Resources, and System Administrator.

Classification: *Salary, 26 pays/year*

Status: *Exempt*

Job Summary:

The Manager of Finance and Administration will be a service-oriented, servant leader who leads a cross-functional team. Provides financial advice to assist in formulating and implementing the strategic plan. Primarily responsible for planning, executing, coordinating, reviewing, and monitoring all financially related policies and procedures.

Essential Functions/Responsibilities:

- Leads Financial, Accounting, Human Resources and Information Technology services for the organization.
- Responsible for financial planning & analysis, budgeting & forecasting, accounting & reporting, financial & risk management, and ensure compliance with relevant regulations & laws.
- Prepares informative, useful management and statistical reports.
- Makes short-term draws, investments, as approved by the CEO to maintain funds necessary for the cooperative to operate efficiently.
- Prepares all monthly, quarterly, and year-end tax returns with local, state, federal, and government agencies.
- Calculates the Purchased Power Cost Adjustment each month for the Billing Department.
- Reviews payroll reports for accuracy.
- Prepares and presents all financial reports to the board.
- Calculates capital credits allocation each year after the audit and provides the billing associate with the amount of patronage to be assigned to members.
- Helps develop electric rate schedules for the company.
- Works with the auditor to provide all necessary documentation required to complete the annual audit.
- Attends Board Meetings and presents department reports.
- Performs other duties assigned from time to time by the CEO.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to maintain confidentiality with all personnel and business data.
- Strong understanding of accounting principles and financial statements.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.

- Ability to prioritize tasks and delegate them when appropriate.
- Proficiency in accounting software and financial modeling tools.

Education and Experience:

- Bachelor's degree or higher in accounting, finance, or related field required.
- Minimum of 5 years of experience in an accounting or finance leadership role preferred.
- Knowledge of generally accepted accounting principles (GAAP) is required.

Physical Requirements:

- Must be able to work in a non-smoking office environment.
- Ability to work independently with minimal supervision.
- Ability to sit for periods of time and to move intermittently throughout the workday within or between departments or facilities.
- Strong sensory skills, such as good hearing, dexterity, and good eyesight, including the use of color perception.
- Ability to interact frequently with others through phone, virtual meetings, e-mail, and written correspondence.
- Ability to communicate clearly.
- Some travel (day and/or overnight) may occasionally be required to attend trainings and conferences.
- Prolonged periods of working on a computer.
- Must be able to lift up to 20 pounds at times.

Conditions of Employment:

- Must have or be able to obtain and maintain a valid Indiana Driver's License
- Must be willing and able to work hours in addition to regularly scheduled office hours, as business needs require.

COMMENTS:

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor or other management personnel. Parke County Rural Electric Membership Corporation reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.