

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Vice President, Chief Financial Officer
DEPARTMENT: Finance
REPORTS TO: President and Chief Executive Officer
CLASSIFICATION: Full-time (Salary, Exempt)

POSITION SUMMARY

The Vice President, Chief Financial Officer (CFO) is part of the Association's Executive Team (ET) and works under the general direction of the President and CEO, and is responsible for accounting functions, financing activities, financial planning, and financial reporting for the Association, with or without reasonable accommodation.

As a member of the ET, the position shares the responsibility for developing and implementing the Association's vision, mission, values, strategic planning, budget, organization planning and policies. ET members are required to prepare monthly reports, attend monthly board meetings, and present before the Board of Directors, employees, members, and the general public.

ESSENTIAL JOB FUNCTIONS

Assigned with or without reasonable accommodation.

- Leads department to ensure alignment with corporate strategic goals and objectives; ensure department barriers are minimized and promotes internal communication; ensure department supports the corporate vision, mission, values, and strategy.
- Oversees and is responsible for accounting in compliance with Federal & State laws.
- Plans, establishes coordinates and controls all accounting method systems and procedures in accordance with FERC Uniform System of accounts and generally accepted accounting practices for the Association, and ensure integrity of internal control procedures. Oversees any external audit process and reporting requirements.
- Responsible for the annual operating budget, annual capital budget, and 10-year financial forecast.
- Oversees and is responsible for filing an annual report to the Colorado State Assessed Property Tax Division and provides all associated county assessors with documentation of taxable assets. Ensures timely payment of tax liabilities.
- Oversees and is responsible for the Association cash management program. Interprets financial and statistical data for the purpose of projecting financial needs. Maximizes return and minimizes risk limit on idle cash by administering an investment program. In accordance with the Financial Policy Statement.
- Promote positive interaction between the department and other departments by providing communication and training in respect to departments key functions.
- Develop and continuously evaluate department goals, mission, procedures, and policies by benchmarking, analyzing, reporting on, and making recommendations for continuous improvement.
- Responsible for all capital credit allocation, retirements, and records in accordance with established policies and procedures.

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- Responsible for the development and maintaining the central purchasing for the Association.
- Responsible for the proper archiving of Association records in accordance with established recordkeeping requirements.
- Responsible for and oversees the timely preparing of any financial information necessary for board review prior to a meeting.
- Promotes positive relationships with outside Auditors, lenders, trade associations and strategic partners.
- Develops effective annual departmental budget, work plan and capital purchases. Reviews monthly to determine if goals and objectives are being met.
- Participates in ET meetings to assist in future planning, establish policies, exchange information, reviews and develops operating procedures, establish objectives, and confer on mutual issues.

STANDARDS OF EXCELLENCE

These duties reflect the cooperative's mission and purpose, and they are required of all employees.

- Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- All PVREA employees are expected to support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind and courteous manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storm or general outages.
- Regular and predictable attendance are essential functions of the position.
- Perform other duties within his or her capabilities as directed by his or her supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: A bachelor's degree with a major in Accounting, Finance or Business Administration required. CPA is preferred.

Experience needed: Ten years of business, accounting, or finance experience with at least five years of supervisory experience is required. Previous electric cooperative experience is strongly preferred.

Knowledge, skill and abilities needed: Must possess an extensive knowledge of electric utility industry, cooperative principles and consumer service procedures. Must work well with external and internal consumers including board members, employee members and public officials. Must be skilled in coordinating inter-organizational systems and procedures; highly organized with excellent skills in grammar, business writing, verbal communications, and personal computers. Must possess the ability to prioritize and organize multiple task and assignments and conduct work efficiently in an independent, self-directed manner. Must be familiar with the Association's policies and procedures. Must have



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extensive knowledge or be able to gain knowledge of FERC's USOA, Cooperative work order system, generally accepted accounting principles and/or practices, and the Colorado Public Utilities Commission guidelines.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. Employee needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: Employee must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

MATERIALS AND EQUIPMENT USED

Includes, but is not limited to the following: general office and communication equipment including computers, hard wired and software to include, but not limited to: Word, Excel, PowerPoint, Outlook, NiSC, Adobe, and others.

WORKING CONDITIONS

The Vice President, Chief Financial Officer spends about 95% of his/her time indoors or in a vehicle. The remaining time may be spent outside on facility grounds. Noise level is estimated to be 50-60 decibels.

COMPENSATION

The starting annual salary for this position is \$180,000 (DOQ)

BENEFITS

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.