



A COMMUNITY-OWNED UTILITY

ACCOUNTING & FINANCE SUPERVISOR

JOB SUMMARY:

Working independently and collaboratively with others, this position plays an integral role in executing CRPUD's mission, philosophy, and commitment to providing safe, reliable power to our community and exceptional service to our internal and external customers. This position shares responsibility with other members of the executive team for establishing and encouraging a dynamic, high-functioning, engaged work environment that fosters a safe and healthy work culture.

Responsible for the overall financial management of CRPUD. Oversee CRPUD's fiscal policies, cash management, investments, financing activities, preparation of the annual budget, work plan, and other key financial objectives used to carry out utility and organizational objectives. Provide long-term direction for the financial operations of CRPUD. Oversee all accounting activities and ensure timely, accurate processing of payments, preparation of reports, and that detailed records are maintained in accordance with Federal Energy Regulatory Commission (FERC). Ensure compliance with Federal, State, and local laws, regulations, codes, and/or standards.

Provide visible and confident leadership of the Accounting and Finance department while ensuring the safe, efficient, and effective utilization of personnel, equipment, and contractors. Set and enforce high standards for performance, professionalism, integrity, and business ethics. Lead, inform, empower, and motivate CRPUD personnel to meet and exceed identified goals and objectives.

ESSENTIAL FUNCTIONS OF THE POSITION:

The essential functions of this position require the frequent and consistent exercise of independent judgment and discretion in matters of significance, the execution of CRPUD strategic initiatives, and in the performance of all supervisory duties.

1. Oversee and direct all accounting and finance related objectives of CRPUD and take steps necessary to preserve and verify integrity of accounting/financial data. Develop, implement, and ensure financial policies, procedures, and resources are aligned with CRPUD business objectives and Strategic Plan, including but not limited to, monitoring and analyzing accounting data and producing financial reports or statements; establishing and enforcing proper accounting methods, policies, and principles; improving systems and procedures and initiating corrective actions; assigning projects and directing staff to ensure compliance and accuracy; meeting financial accounting objectives; establishing and maintaining fiscal files and records to document transactions; and coordinating and

completing annual audits. Ensure accurate, timely reports are provided to management, staff, CRPUD Board, and applicable federal and state agencies.

2. Manage and oversee the daily operations of the accounting department including month and end-year process; accounts payable/receivable, cash receipts, and general ledger; cash forecasting; revenue and expenditure variance analysis; capital assets reconciliations; LGIP account statement reconciliations; check runs; fixed asset activity; and debt activity.
3. Direct and oversee preparation and processing of semi-monthly payroll timesheets and payroll accounting to ensure compliance with state and federal wage laws. Prepare payroll related quarterly and annual reports and related account reconciliation reports.
4. Oversee preparation of the annual operating budget, capital expense, cost of service analysis, and long-range financial planning initiatives. Consult, aid, and provide direction to the General Manager and Board of Directors for investment activity to maximize use of CRPUD funds and safeguard assets in accordance with state law and investment policy. Analyze risk as to frequency and potential severity, and provide recommendations on how to minimize financial impact of risk to CRPUD.
5. Maintain open communication with the General Manager and CRPUD employees. Provide leadership that encourages open communication and employee participation in carrying out CRPUD's strategic plan, mission, goals, core values, and objectives through individual and team performance.
6. Resolve inquiries, concerns, and/or complaints affecting sensitive or complex financial or rate-related matters across all departments. Maintain consistency, accuracy, accountability, and collaboration by participating in and/or coordinating the exchange of information within the department.
7. Ensure pay and benefit practices are in accordance with the collective bargaining agreement, CRPUD policies, and applicable Federal and State laws by acting as a liaison with Human Resources on related issues.
8. Participate in the recruitment, selection, and retention of department personnel. Monitor, manage, and evaluate performance of direct reporting staff and work processes to ensure continuous improvement and increased contribution to CRPUD's success. Hold employees accountable for working safely, consistently, productively, and in compliance with CRPUD policies and work rules in pursuit of department and CRPUD goals.
9. Motivate, encourage, and support employee professional growth and development. Coach, develop, and improve employee performance through effective communication, documentation and feedback, performance assessments, and other positive performance supervisory strategies designed to increase individual productivity and overall team performance.

10. Plan, prioritize, and complete all assigned tasks in a timely and efficient manner while adjusting for changing priorities and availability of resources. Responsibly balance business needs, customer needs, and the impact on rates when making decisions or recommendations to, and actively demonstrate accountability for, achieving desired outcomes and measureable results.
11. Communicate in a professional, respectful, and courteous manner with all employees, contractors, customers, and others with whom we may work. Contribute to a successful and productive work group through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas designed to meet or exceed the organization's strategic goals.
12. Complete special projects and other duties as assigned to meet team, department, and organizational goals.

POSITION REQUIREMENTS:

Qualified candidates for this position will have relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

Required Education and Experience --

- ✓ Bachelor's degree in Business, Accounting, Finance, or related field from an accredited college or university; or an equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be qualifying.
- ✓ A minimum of eight (8) or more years of progressive experience in one or more of the following financial areas: Accounting, Finance Controller, or Auditor including five (5) or more years as Accounting Manager, Accounting Supervisor, or Finance Manager.
- ✓ Significant progressive knowledge and experience of generally accepted accounting principles, GASB, accounting systems, and cost analysis.
- ✓ Utility industry experience.
- ✓ Valid driver's license. Other driving-related requirements may apply depending on the nature and scope of responsibilities associated with driving on behalf of CRPUD.

Preferred Education and Experience –

- ✓ Master's degree in business related field from an accredited college or university.

- ✓ Working knowledge of the utility industry, including five (5) or more years in a leadership role. Experience in governmental accounting or treasury.
- ✓ Certification in one of the following: Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Government Finance Officer (CGFO), or similar certification.

Knowledge, Skills, & Abilities –

- ✓ Working, well-rounded knowledge of organizational development, leadership, and management best practices as applied to the analysis and evaluation of utility financial reporting, budgeting, accounting administration, and operating activities. Exhibit strong leadership behaviors that promote open communication, teamwork, productivity, and accountability with integrity.
- ✓ Ability to lead individuals to perform successfully as a team, adapt to rapidly changing and evolving environments, and achieve successful outcomes while balancing competing interests and priorities.
- ✓ Ability to plan, prioritize, schedule, organize, track, document, report, and evaluate work and job performance of staff to increase productivity, maximize available resources, and ensure that department needs and goals are met and/or exceeded.
- ✓ Working, well-rounded knowledge of principles and best practices related to employee development, public administration, project management, reporting, budgeting, finance, accounting, rate design, costing procedures, cost of service development, collections functions, and union contract administration.
- ✓ Demonstrated skill and competence in presenting information and providing recommendations and solutions, including the use of software programs required for presentation and/or project management.
- ✓ Working knowledge of Federal, State, and local laws, rules, regulations, codes, and/or statutes applicable to CRPUD and its provision of utility services.
- ✓ Excellent oral, written, and interpersonal communication skills necessary to communicate clearly and effectively with internal and external customers, vendors, contractors, and other diverse audiences while providing outstanding customer service.
- ✓ Strong technical, trouble-shooting, problem solving, research, organizational, and analytical skills, combined with the ability to prioritize tasks and meet established deadlines. Ability to multitask is also essential while remaining flexible with changing priorities and deadlines.

- ✓ Well-reasoned decision making with a high attention to detail regarding organization, planning, work flow, and project prioritization to ensure tasks are completed efficiently and accurately.
- ✓ Highly ethical, self-motivated individual with ability to work independently and/or with limited direction, as well as cooperatively in a team environment, while consistently demonstrating collaborative, respectful, and productive work habits.
- ✓ Ability to exercise discretion when involved in highly confidential and sensitive matters.

AVAILABILITY, PHYSICAL DEMANDS, AND OTHER REQUIREMENTS:

Availability and Accessibility

Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, customers, and other members of the public, and (c) the availability of job-related tools, equipment, and resources at work, performance of the essential functions requires regular, consistent, and on-site attendance while working independently and with others.

Approximately 40+ hours/week may be required to efficiently perform the job duties of this position. Your presence is also required at designated internal and external meetings, including regular attendance at monthly Board meetings. This position requires availability and accessibility to respond to and address emergencies and critical situations outside of normal business operating hours in the evenings and during weekends.

All CRPUD non-exempt employees are expected to work varying amounts of either (a) unscheduled overtime during inclement weather, power restoration activities, and other periods of high volume work; or (b) scheduled overtime required to accomplish special projects. Exempt employees are expected to work as many hours as are necessary to ensure that the goals and needs established by CRPUD are met.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Receive, understand, evaluate, and appropriately respond to communications from employees, the Board of Directors, and members of the public using available technology, in person and in a public setting when necessary.

- ✓ Maintain professional and respectful communication style to ensure reactions and responses to both emergency and non-emergency situations serve as an example to others of appropriate workplace communications.
- ✓ Provide intellectually sound and well-reasoned answers, recommendations, and solutions to identified business problems, issues, and/or questions. Efficiently and quickly analyze, process, manipulate, and accurately record extensive amounts of data (some of which is technical in nature) and other information that serves as the basis for this position.
- ✓ Move to, from, and within our building and across utility-related property site locations, possibly during inclement weather.
- ✓ Work for extended periods of time in a stationary position while consistently grasping, moving, and manipulating documents, office supplies, and other business materials.
- ✓ Use of a personal computer or other technology devices frequently and consistently for the purpose of reviewing, analyzing, creating, transmitting, and presenting documents, data, and other business-related information.
- ✓ Lift, transport, and/or move up to approximately 30 lbs. each day in the performance of regular duties. Frequent bending, stooping, kneeling, climbing, and descending a stepladder may be required.
- ✓ Drive on behalf of CRPUD and/or report for work in all types of weather.

Other Miscellaneous Requirements

- ✓ Report for work dressed in attire appropriate for the effective, efficient, and productive performance of the duties and tasks assigned to you.
- ✓ Travel on a regular and frequent basis via traditional modes of transportation (including airline travel) over long distances, some of which may involve one or more night stays out of town.

ENVIRONMENTAL CONDITIONS

The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This position primarily works in a temperature controlled office environment. Our office spaces include traditional office lighting as well as consistent and frequent noise, interruptions, and other similar distractions.

EMPLOYMENT STATUS

This position is typically classified as a non-union, exempt position, although the classification may change depending on the nature of the duties performed. CRPUD may also elect to classify the position as hourly, non-exempt even if exemption requirements would otherwise be met.

REPORTING RELATIONSHIP

This position reports to the General Manager.

This position supervises and directs the work of the Accounting and Finance department personnel.