



## **Controller**

Department: Finance

Reports to: Chief Financial Officer

FLSA Classification: Exempt

Directly Supervises: Accounting I, Accounting II, and Accounting III

Salary Range: \$85,500-\$102,000

Date: August 1, 2021

## **Job Statement**

Manages, coordinates, and oversees operations of the Finance department.

## **Essential Functions**

1. Understands accounting principles and procedures as they relate to the financial statement of a rural electric utility, including a thorough knowledge for the RUS Uniform System of Accounts, work order procedure, general and subsidiary ledgers, and has complete familiarity with the financing and operation of a rural electric utility.
2. Supports the maintenance of the general ledger and related subsidiaries.
3. Prepares monthly operating reports and other statistical reports for presentation to the Board of Directors.
4. Maintains loan fund records and prepares loan fund requisitions.
5. Develops financial forecasts and annual budgets per policy requirements.
6. Coordinates efforts to ensure effective cash management.
7. Reviews all general and construction fund disbursements made by the Association.
8. Supports preparation of payroll.
9. Oversees preparation of the annual budget and workplan.
10. Prepares wholesale power billing activities.
11. Communicates with financial institutions concerning debt activities.
12. Oversees the maintenance of property records.
13. Coordinates the annual independent audit and effectively works with auditor.
14. Oversees the tax and internal audit activities.
15. Coordinates with management on new business development and diversified services, including preparing and analyzing strategies, business plans, and financial data.
16. Supports overall finance control, including investment of corporate funds.
17. Prepares annual reports for various financial and government agencies.
18. Prepares monthly report to Board of Directors outlining work performed by the department for the previous month.

19. Prepares, supports, or delegates all monthly, quarterly, or annual filing requirements.

## **Minimum Job Specifications**

### **Education/Experience**

High school diploma or equivalent is required

Bachelor's degree in Accounting, Finance, or related field required

Master's degree or CPA preferred

Five years' experience in utility accounting preferred

Experience in financial management and accounting principles with a rural utility preferred

### **Physical Demands**

The physical demands described here 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.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending, climbing, kneeling, reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write, and perform basic math.
5. Occasional travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers, and fax machines.

### **Certificates/Licenses**

Must have valid Colorado driver's license

Ability to obtain professional certifications as required by the Association

### **Other Necessary Qualities**

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic

9. Flexibility and adaptability
10. Self Confidence
11. Punctual work attendance
12. Professional appearance and demeanor
13. Ability to manage through people

**Equal Employment Opportunity Statement**

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.