

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WISCONSIN**

POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER AND VICE PRESIDENT, FINANCE

DEPARTMENT: Finance

STATUS: Salaried Exempt

I. POSITION SUMMARY

Primary responsibility is to manage and direct the daily finance of the Cooperative in a manner that advances the financial position of the Cooperative. This position serves as an advisor and consultant to the board of directors and President and CEO regarding all financial matters and subsequent compliance with their decisions. This includes direct participation in the accounting, budgeting, investing, financing, and various reporting functions. This position also includes oversight responsibilities in accounts payable, tax reporting, debt portfolio and treasury management.

II. REPORTING RELATIONSHIPS

A. Reports to: President and CEO

B. Supervises: Senior Accountant

C. The position is responsible to work closely with the various heads of the profit and cost centers to help them interpret financial results, develop budgets, perform projections, and consider strategies to improve financial performance.

III. MAJOR RESPONSIBILITIES AND AUTHORITIES

A. Essential Functions

1. Establish and maintain an effective system of financial reporting and internal accounting control.
2. Establish economic objectives for the cooperative, including preparation of rate studies and cost of service analysis, long term financial forecasting, preparation of loan applications and effective cash management practices.
3. Provide President and CEO and Board of Directors with accurate and timely financial information to provide insight to the cooperative goals and objectives.
4. Oversee the monthly general ledger updating process and review the process for completeness and accuracy.
5. Manage and direct the activities of the accounting department to comply with cooperative policies. Plan and assign work, address issues, and resolve problems.
6. Prepare the monthly and year-to-date financial statements and report results to the board of directors and management.
7. Review Cooperative key performance metrics, including Key Trend Ratio Analysis benchmarks.

8. Create, update, and maintain the accounting system processes and monitor results.
9. Manage Cooperative's cash needs and transfer, invest or repay debt with surpluses and borrow or transfer cash to cover shortages.
10. Directly supervise the cash disbursement, accounts payable, and record retention.
11. Prepare or supervise the preparation of required governmental and business filings.
12. Monitor and report on the Cooperative's power cost adjustment program and recommend changes and modifications as needed.
13. Coordinate the annual budget preparation process and monitor results.
14. Develop and maintain a long-range financial management plan for the cooperative. Prepare or coordinate special projects related to finance and forecasting.
15. Calculate annual amount to margins to be allocated back to members.
16. Monitor and update equity capital management forecast to provide long-term financial strength.
17. Oversee processes for long-term and line of credit debt financing. Secure consistent access to long-term debt.
18. Coordinate the year-end audit and preparation of GAAP financial statements.
19. Prepare insurance claims and monitors the status.
20. Keep informed of latest trends and requirements in accounting and finance.

All essential functions must be done in a method that advances the performance and profitability of the Cooperative. Performance and profitability are measured based on the goals of the Cooperative and not just net margins.

B. Common Activities of all Management

1. Provides coaching for direct report employees.
2. Counsels and advises subordinates. Ensures all personnel are trained in the requirements of their position.
3. Reviews and approves time sheets and PTO schedules for all reporting personnel.
4. Develops, generates, and maintains team spirit and enthusiasm through the department by appropriate delegations, recognition of accomplishments, coaching and counseling and assignments according to merit.
5. Keeps President and CEO and senior management informed by completing regular reports on a timely basis and advising of unusual situations or problems arise.
6. Carries out and implements special projects and other assignments and directed.
7. Constantly studies department activities to determine more efficient ways to carry

out cooperative and department objectives.

8. Attend monthly board meeting, attend staff meetings, prepare summaries of department activities, and report on-going improvement efforts.
9. Cooperates with all employees in maintaining good working relationships.
10. Demonstrate cooperative shared values.
11. Learns and complies with all Cooperative Policies, Rules and Regulations.

The **CFO and VP, Finance** shall be required to perform any other duties assigned to fulfill the objectives of the Cooperative.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

IV. **EXTERNAL RELATIONSHIPS**

1. Outside Consultants: Attorneys, accountants, auditors, business advisors, etc.
2. NRUCFC: Investing, borrowing and line of credit.
3. WECA: Utility regulation, local and statewide policies, and training.
4. NISC: software and technology solutions provider.
5. Banks: Investing, cash management, transfers, and safeguarding.
6. Federated Rural Electric Insurance Exchange: Property insurance claims.
7. Community Organizations: Represent the Cooperative in the community.
8. Dairyland Power Cooperative: Capital credits, investments, power bill and other services.
9. Other Cooperative Financial Managers: To share ideas, thoughts, and process improvements.

SPECIFICATIONS

CHIEF FINANCIAL OFFICER AND VP, FINANCE

Job Knowledge and Training and Experience:

1. Education: High school diploma or equivalent required; Bachelor's degree Accounting and/or Finance required. A Master of Business Administration degree is preferred. Certified Public Accountant (CPA) / Certified Management Accountant (CMA) is preferred.
2. Experience: Must have minimum of 10 years Accounting experience. Must have experience in supervision and accounting system design in addition to understanding of generally accepted accounting principles. Must also have experience with financial statement preparation and reporting to management. Experience with budgeting and forecasting preferred. Utility, auditing and/or telecommunications experience preferred. Excellent English grammar and spelling are required for the preparation of correspondence and reports. Must possess knowledge of office practices and procedures. Must be assertive and exercise initiative and independent judgment.

Equipment Operated: Position utilizes computer terminals, personal computers, and standard office equipment in the completion of their duties.

Abilities and Skills: Must be able to carry out a variety of activities, which requires a high degree of accuracy and attention to detail. Must be a highly motivated individual requiring minimal direct supervision. Must be able to organize work to meet deadlines throughout month and year. Excellent oral and written communications skills are required. Must be able to maintain corporate confidential information. Knowledge of spreadsheets and word processing software is required, preferably experience with Microsoft Word, Excel, PowerPoint, Outlook, Teams, and One Drive. Experience with general ledger software required. Must be able to develop Excel templates for variety of reporting and special project use. Working knowledge of NISC iVUE applications is preferred.

Physical and Mental Effort:

1. Must be able to sit, walk and/or stand for prolonged periods, up to 7 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work as abilities allow.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance. Must be able to make group presentations.
4. Must be able to move throughout the buildings.
5. Must be able to reach in all directions and bend/stoop to store and retrieve items, use equipment, computer, and office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate office equipment, computer keyboard and communication equipment.
7. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Working Conditions:

1. Must be able to complete job duties in an environment with some background noise and frequent interruptions.
2. Must be able to work in an office environment and be outside for required travel and some community events.
3. Must be able to work from a home office or remote workspace if needed during special circumstances (pandemic, building remodeling, natural disaster, etc.)
4. Evening and/or weekend Board meetings and company events may be required.

Travel and Residency:

1. Occasional travel (company vehicle or commercial vehicle) may be required.
2. Must be able to schedule some overnight travel.
3. As a community focused cooperative, it is strongly encouraged to live in or near PPCS service territory.

After an offer of employment has been made, a physical exam is required which includes both drug and

alcohol testing. Background checks will also be completed.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated: April 2000

Revision date: 8/28/2020

Pierce Pepin Cooperative Services 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.