

ACCOUNTING AND FINANCE MANAGER

Description of Work

Completely responsible for all accounting and financial aspects of the utility operation including payroll, customer accounting, accounts payable, general accounting, financing, and investing activities. Acts as the employee benefits administrator, the utility expert regarding property and liability insurance, and the designated representative for the drug and alcohol program. Also serves as Board recording secretary. Performs utility accounting according to generally accepted accounting principles and the Federal Energy Regulatory Commissions Standards. Does all things necessary to ensure a financially healthy utility with excellent accounting systems and adequate controls in place. Works diligently to make certain customer service is excellent. Provides outstanding leadership to the department's employees. Direct reports to this position are the following: Assistant Office Manager, Customer Service Specialist, and Utility Clerk. Makes recommendations regarding hiring, firing, and personnel decisions involving all department positions.

Essential Job Functions

1. Ability to report to work and work the required number of hours.
2. Must be able to perform mathematical calculations, operate a variety of general office equipment including but not limited to computers and peripheral equipment, telephone system and two-way radios.
3. Must be able to maintain efficient organization and be able to prioritize so that work can be done in a timely manner.
4. Capable of deep analytical thinking and able to solve problems creatively.
5. Excellent oral and written communications skills are required.
6. Ability to perform physical activities including - reaching, sufficient range of finger motion for keyboard entry, grasping, talking, hearing, stooping, kneeling, standing, walking, pushing, pulling, and repetitive motion.
7. Adequate eyesight and hearing are required (the minimum standard for use with work dealing largely with preparing and analyzing data and figures, accounting, transcription, computer data entry, extensive reading, visual inspection involving small defects on parts, use of measurement devices, etc.)
8. Ability to access all locations where equipment operation is required.
9. Ability to act calmly and take charge in emergency situations.
10. This position is subject to emergency response in the event of utility outages or emergencies.
11. Ability to perform CPR and administer first aid.
12. Possession of a valid driver's license; all employees except office staff must obtain a valid type B Nebraska Commercial Driver's License and any required endorsements within six months of employment.
13. All employees hired to be on a six-month probationary period.
14. The employee's residence must conform to the BPW residency requirement.

Duties and Examples of Work

Prepares information for Board Meetings in coordination with General Manager (including legal notices, agendas, meeting materials, minutes, and publications, etc.). Performs accounting for

utilities (includes managing bank accounts, electronic fund transfers, reporting, and preparing financial statements for the annual audit). Reviews and recommends changes in insurance coverage (property, general liability, workers compensation, auto, umbrella, etc.). Continually reviews investments and recommends changes as necessary. Works with bond counsels and fiscal agents to finance major projects. Mediates utility customer concerns (including collections and disconnects, insufficient fund checks, etc.). Responsible for operation, maintenance, and upgrades of the utility's computer system. Recommends utility policy changes in all areas. Evaluates employee benefits and recommends changes as necessary to maintain a cost-effective program capable of attracting and retaining quality employees.

Reports problems immediately to their supervisor. Performs other duties as assigned.

Qualifications

Requires at least four to six years of progressively responsible experience in accounting, finance, or administration. Ability to supervise others and to establish and maintain an effective working relationship with subordinates, other employees, and customers. Must be at least eighteen years old and have the ability to become a State of Nebraska notary public.

Education

Graduation from high school is required. A Bachelor of Science degree in Business Administration is desirable.

Immediate Supervisor

Under the direct supervision of the General Manager.