



Director, Finance *Job Description*

Department: Administration
Job Classification: Exempt
Work Schedule: Monday-Friday, 8:00am-5:00pm. Ability to work evening hours, if needed. Weekend hours may be required on occasion.
Reports to: Chief Executive Officer
Supervises: Accounting Assistant
Working Relationships: Internal: All Department Managers, Employees
External: Members, NRECA, CFC, Rural Utilities Service and other affiliated organizations, affiliated associations, Kansas Public Agencies, Kansas REC Accountants' Club, Auditors

Primary Accountabilities:

The responsibility of the Director of Finance is to manage and direct the daily financial and administrative duties of the Cooperative in a manner that advances the financial position of the Cooperative and promote the strategic decisions of the Board of Directors. This includes direct participation in the accounting, investing, financing, various reporting functions, human resources, and benefit administration. It also includes oversight responsibilities in network system, administration of building and ground maintenance and repair of company pool vehicles. Responsible to direct short and long-term financial planning, general accounting, and financial reporting and forecasting for the Cooperative.

Major Duties:

- Under the direction of the Chief Executive Officer, direct and develop KEC budget and the annual work plan through partnership with KEC departments and Board committees.
- Maintain accounting records for all KEC departments and provide monthly financial reports.
- Assist the Chief Executive Officer in monitoring actual to budget.
- Review and implement changes to improve the accounting and reporting system.
- Prepare and maintain cash flow analysis and invest excess funds according to policy.
- Prepare tax and information returns for county, state and federal agencies.
- Review and approve disciplinary actions recommended by Supervisors. Consult with the Chief Executive Officer to address issues that may involve complicated legal ramifications.
- Counsel employees and management on applicable company rules and state and federal laws pertinent to employee relations activities.
- Review program operations and determine need for new or revised policies or procedures. Direct the development of company policy in various areas of employee relations.
- Direct the physical maintenance of all personnel records and actions.
- Direct the company's recruiting, selection and placement program by ensuring management maintains appropriate hiring practices.
- Assist supervisors in hiring, interviewing and selecting personnel.
- Direct the development, maintenance, and monitoring of the performance evaluation system and work with management to ensure that performance standards are defined to enhance the efficiency and effectiveness of operations.



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- Direct the production of the company's payroll.
- Issue and manage KEC Policies and other communication tools designed to inform employees of company operations and policies.
- Plan, evaluate and organize the statewide's participation in the NRECA benefit programs.
- Meet with agency administrators, users, vendors and supervisory personnel to discuss and resolve operational problems, plans and administrative issues.
- Coordinate with the Chief Executive Officer the maintenance and repair of KEC office building and grounds.
- Attend and participate in various meetings, including statewide and district-sponsored and any local meetings, as requested or required.

Qualifications:

- Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field, is required. CPA is preferred.
- At least five (5) years' experience in a general accounting area, with exposure to account payables, receivables, and property, tax, and cost and consumer accounting, required.
- Must possess a valid Kansas driver's license.
- Must have excellent analytical skills, problem solving, organizational and planning skills.
- Must have a thorough knowledge of accounts payable, accounts receivable, plant accounting and payroll, financial reporting, budget planning and forecasting.
- Must have the ability to manage multiple tasks following different techniques and procedures.
- Must be detail and task oriented.
- Must be able to adapt to a work environment which requires the knowledge to learn and implement new technology.
- Must have a thorough knowledge of accounting principles and practices.
- Knowledge of rural electrification and cooperative programs helpful.
- Must be personable and able to exercise discretion and use sound judgement in dealing with people and confidential information.
- Must be able to compose correspondence and prepare highly detailed project reports and possess strong group presentation skills.
- Must be comfortable and proficient with a large variety of computer programs, such as Microsoft Office Suite as well as have the ability to navigate the Internet for business or research purposes.
- Must be able to meet people easily, communicate effectively, both written and verbally, and win employee's and members' confidence.
- Ability to work with all cooperative employees and diversified groups in the best interest of the Cooperative.
- Must believe in, be empathetic with, and be interested in furthering the Cooperative's objectives.
- Must desire to keep up with current issues facing electric cooperatives and the impact these issues have on the Cooperative, its members and its communities.



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- The understanding and willingness to work spontaneous hours under pressure is necessary.
- Must be receptive to changes deemed necessary and to suggestions from peers.
- The highest degree of integrity, pleasant disposition, and tact are absolutely essential.
- Must be able to handle a multitude of projects simultaneously; be able to make decisions in the best interest of the Cooperative regardless of the circumstances.
- Must work independently, exercise judgment and act in accordance with KEC policies, while working to provide excellent member service.

Work Environment:

Most of the normal duties will be performed inside, which will involve almost constant interaction with other employees, and/or the public with frequent interruptions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use manual dexterity and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee must understand the need for and be available for some in-state travel. An occasional overnight stay is necessary for attending meetings.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Accepted by:

Approved by:

Director of Finance

Chief Executive Officer

Date: _____

Date: _____