

Job Description

Job Title: Chief Financial Officer

Reports to: CEO/General Manager

Job Purpose

The Chief Financial Officer (CFO) takes the lead role in financial and accounting administration, business planning and budgeting. This position is responsible for producing internal financial reports, maintaining an adequate system of accounting records, assuring comprehensive internal controls and processes to mitigate risk. As the CFO, this position provides leadership, mentoring and coaching for direct reports.

Essential Functions

1. Acts as a strategic partner with CEO/General Manager to translate strategic and tactical business plans into strategic programs and initiatives.
2. Assists the CEO and other Senior Staff redesigning, modifying, and establishing rates. May testify in front of the Arizona Corporation Commission.
3. Ensures the financial records are complete and accurate; reports financial results to management and staff and forecasts future financial conditions based on assumptions that are reasonable and prudent.
4. Oversees the financial forecasting functions of the Cooperative which includes sales and purchasing projections.
5. Ensures Trico's and our subsidiary organizations financial condition is reported accurately and timely to federal, state and local agencies along with Trico's financial lenders.
6. Ensures Trico and our subsidiary organizations remain compliant with the federal and state tax authorities; works with various agencies in handling compliance audits.
7. Oversees special reporting projects to help senior staff, CEO, other management team members, and Board of Directors to make financial decisions on various aspects of the company; works with internal departments on special reporting requests and needs.
8. Manages cash flows and advises senior staff of spending changes that need to occur.
9. Ensures financial controls and works with our outside auditors on a successful audit and preparation of year-end statements.
10. Ensures Trico remains in compliance with lending covenants and Rural Utilities Service regulations.
11. Maintains the accounting and tax records associated with the Charitable Trust and Foundation; adheres to the investment policy set forth by the Board of Directors for the Foundation.
12. Oversees the development and monitoring of the Cooperatives annual and monthly operating budgets, capital and construction budgets, financial plans, and cost of service studies consistent with the overall corporate strategic plan.
13. Monitors budget to actual monthly and annual financial results and works with Senior Staff and supervisors on understanding and connecting variances.
14. Monitors financial ratios and equity level, including debt financing and patronage capital management.
15. Performs other duties as required and/or assigned.

Job Competencies

Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation

Job Competencies

- Critical Thinking
- Functional Excellence
- Leadership
- Organizational Awareness

Minimum Qualifications

1. Bachelor's Degree in Accounting, Finance or applicable field. At least ten years of experience in finance and accounting. Fifteen plus years' experience in managing finance and accounting departments in lieu of education.
2. Five years' experience supervising an accounting or finance department.
3. In-depth knowledge of accounting best practices, rules, and regulations and standard accounting software.
4. Must be able to work evenings and weekends as needed.

Preferred Qualifications

1. Master's Degree in Finance or Accounting or applicable field.
2. Prior experience with public utility commission regulations.
3. Knowledge of Rural Utilities Service regulations.
4. Certified Public Accountant and/or Certified Management Accountant.

Physical Demands and Work Environment

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

This position is performed in a professional office environment. This position routinely uses standard office equipment such as computers, phones and copiers/scanners. This position is sedentary but will require the ability to move about the office to access files and/or equipment. Must be able to carry and lift up to 15 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.

Direct Reports

List by job title any positions to be supervised by the incumbent.

Supervisor, Accounting;

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