

POSITION: Chief Financial Officer

DEPARTMENT: Executive

PAY TYPE: Salary

EMPLOYMENT STATUS: Full Time

FLSA STATUS: Exempt

SUPERVISOR: General Manager

GENERAL STATEMENT OF DUTIES:

Responsible for operations of the AMU Business Office under the direction of the General Manager; develops budget and monthly reports for the Board and General Manager; assist in long-range planning for AMU; oversees and develops computerized accounting system for the water, electric and communications utilities including billing, accrual accounting system and compiles and maintains records of business office activities. Responsibilities include managing staff responsible for functions of payroll, accounts payable, purchasing, fixed assets, general ledger, and cost accounting systems. The position will develop budgets and monthly reports for the Board and General Manager along with assistance in long-range planning, computerized accounting system for water, electric and communications utilities that will include billing, accrual accounting system and compilation and maintenance of records of the utility. The CFO will also oversee positions in the Business Office and serves as the Secretary to the Board of Trustees.

RESPONSIBILITIES AND DUTIES:

- Plan, develop, organize, implement, direct and evaluate the utilities financial and accounting operations.
- Participate in the development of the corporation's strategic plans and programs.
- Manage staff responsible for functions of payroll, accounts payable, accounts receivable, purchasing, fixed assets, general ledger, and cost account systems.
- Develop annual budgets for the water, electric and communications utilities.
- Oversee all positions within the utilities business office.
- Develop timely and accurate analysis of budgets, financial reports and financial trends in order to assist the General Manager, the Board and other management in performing their responsibilities.
- Develop solutions to business challenges.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.

- Assist in evaluating and development of rates for the water, electric and communications utilities.
- Manage the utility computerized accounting systems.
- Implement accounting and reports related to the FERC chart of accounts for the electric utility industry.
- Oversee the human resources activities of the utility.
- Serve as Secretary to the Board of Trustees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proven experience and strong knowledge of the fundamental principles of accounting with specific knowledge of FERC chart of accounts and accounting that relates to municipal utilities; good computer skills and ability to develop spreadsheets; must have a demonstrated record of good public relations, possess good communication skills, with proven ability to project a friendly, helpful, intelligent attitude to all types of customers; must have effective organizational skills; and to be able to efficiently coordinate the work of other employees; maintain a valid Iowa Driver's License; must reside in the AMU service area or other area as approved by the Board of Trustees and General Manager; must be ready to work odd hours as required.

REQUIRED EXPERIENCE AND TRAINING:

Completion of a minimum of four years of college studies with a bachelors degree in accounting or business; must have a minimum of five years of responsible work experience in a related accounting field; or any equivalent combination of experience and training which provides the ability to perform the job functions as defined.

FLSA STATUS:

EXEMPT:

Exempt employees are regularly scheduled to work at least 30 hours per week and paid salary. They are considered full time and are eligible for all employee benefits provided by BCG. In order to be classified as exempt, employees must be paid at least \$913 a week and be categorized as one of the following exemption types.

- Executive Exemption: Executive exemption is categorized as managing the enterprise or a key component of the organization, directing the workload and responsibilities of at least two employees, and having the authority to hire or terminate their own staff members.

SCHEDULE EXPECTATION:

AMU's normal hours of operation are from Monday through Friday, from 7:30 am to 4:30 pm. Hours may change during summer months.

Salary: This position requires a minimum of 40 hours worked within a week.

PERFORMANCE METRICS:

Performance reviews are conducted annually and allow supervisors to provide honest feedback while both praising employees on their successes and identifying areas of growth. The 10 below categories will consistently measure each employee in addition to position-specific goals.

LEADERSHIP:

- 1) **Customer Focus:** Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
- 2) **Teamwork:** Able to share due credit with teammates; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from teammates; display team spirit.
- 3) **Effort:** Able to be alert in a high-distraction environment; exert the appropriate amount of attention and concentration into any assigned task in one's role; maintain a high-level of productivity even while unsupervised.
- 4) **Presentation:** Able to present oneself to coworkers and customers in a clean and professional manner; present new ideas in a respectful way; abide by the Company Dress Code Policy.
- 5) **Attendance:** Able to come to work prepared for daily responsibilities; arrive to meetings in a timely fashion; work a minimum of 40 hours a week.
- 6) **Communication:** Able to clearly relay information through the spoken or written word; read and interpret complex information; talk with customers, clients, and coworkers with an appropriate volume and pace; listen well.
- 7) **Attention to Detail:** Able to follow detailed procedures and ensure accuracy in documentation and data; do work right the first time and inspect material for flaws; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.
- 8) **Leadership:** Able to assume a role of authority; set an example for coworkers and direct reports; delegate responsibility and empower associates to make decisions; provide constructive feedback to others.
- 9) **Planning, Prioritizing & Goal Setting:** Able to anticipate and prepare for emerging customer needs; manage multiple projects; determine project urgency in a meaningful and practical way;

use goals to guide actions to strategically plan detailed action plans; organize and schedule people and tasks.

- 10) **Suggestions:** Ability to observe ones environment and think critically about procedure improvement; take initiative and appropriately suggest ideas to designated supervisors; contribute fresh perspective to increase productivity in individual role.