CENTRAL FLORIDA ELECTRIC COOPERATIVE

**Job Description**

Position: Chief Financial Officer

Reports To: General Manager

Effective: September 16, 2021

In this full-time, senior management position as Chief Financial Officer (CFO), you will be responsible for the oversight of Finance, Accounting, and Billing.   The CFO oversees the financial activities of the Cooperative, develops financial strategies, executes financial reporting, and supervises staff members to fulfill the directives of the cooperative.

**Areas of responsibility include:**

* Manage general accounting functions
* Financial planning
* Financial reporting
* Analyze financial data
* Reviews and approves payments for all invoices
* Report financials to the Board of Directors
* Supervise and train employees
* Implement policy and procedures in accounting departments
* Manage lines of credit
* Prepares the annual departmental and capital budgets
* Five-year planning
* Managing audit process
* Regulatory compliance
* Procurement of short- and long-term debt lenders
* FEMA
* Maintain records, including ledgers, journals, and registers in conformance with generally accepted accounting practices and procedures (GAAP) and Rural Utilities Service (RUS) guidance
* Attend meetings and events on behalf of the cooperative

**Minimum qualifications include:**

* Bachelor’s Degree in finance or accounting required. CPA or other industry credential highly preferred.
* 10+ years related experience: management of finance, billing, and financial database systems.
* 7+ years of cooperative experience highly preferred.
* Thorough working knowledge of GAAP and ability to interpret and apply to transactions. Thorough familiarity with financial management, policy-setting, strategic planning in a utility environment, and knowledge of RUS accounting requirements.
* Prefer at least 5+ years’ experience supervising others.
* Exceptional interpersonal and interdepartmental skill capability.
* Experience in Financial Database System planning, implementation, and coordination between multiple departments.
* Working knowledge of current federal, state, and local laws as they relate to financial practices.
* Excellent communication skills, both verbal and written.
* Advanced experience working with current Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) in a Windows 10 O/S environment or greater.
* Strong analytical and problem-solving skills.

*The above duties are not intended to be all inclusive. The incumbent will be expected to perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Statements are not intended to be construed as an exhaustive list of responsibilities, duties, or skills required. The scope and duties of this position may change or be temporarily altered based on the business needs of the Cooperative. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*