



## Position: Office & Finance Manager

### Position Summary

The Office & Finance Manager provides leadership and oversight for the financial, administrative, and office operations of the Cooperative. This position ensures sound financial management, regulatory compliance, and effective human resource administration, while supporting the General Manager, Board of Directors, and Cooperative staff in advancing organizational goals.

### Key Responsibilities

#### Financial Leadership & Strategy

- Oversee all financial activities of the Cooperative, ensuring compliance with GAAP, RUS guidelines, and all applicable regulations.
- Direct preparation of monthly, quarterly, and annual financial statements, reports, and cost-of-service studies.
- Lead the annual budgeting process (capital and operating) and monitor performance against budget, forecasts, and long-range financial goals.
- Maintain effective cash management, investment strategies, and debt portfolio management to ensure liquidity and maximize return on assets.
- Prepare loan applications, manage financing strategies, and serve as liaison with lenders, auditors, and regulatory bodies.
- Develop internal controls, safeguard Cooperative assets, and ensure timely audits, tax filings, and regulatory reporting.
- Analyze financial data to provide recommendations to the General Manager and Board of Directors, supporting informed decision-making.

#### Human Resources & Administration

- Administer employee benefits, health insurance, workers' compensation, and HR compliance programs.
- Provide leadership to office personnel, fostering a culture of accountability, teamwork, and professional growth.
- Delegate authority appropriately while retaining responsibility for department performance.
- Address member issues, serving as a Cooperative representative in community and industry functions.

### **Operations & Office Management**

- Supervise accounting and logistics staff to ensure accuracy, efficiency, and compliance with Cooperative policies.
- Oversee facility and fleet management, including maintenance, efficiency initiatives, and cost controls.
- Manage insurance coverage and risk management strategies, including periodic market repricing in accordance with board policies.
- Ensure accurate records are maintained for capital credits, depreciation, inventory, and other assets.
- Support ongoing business improvement projects, including financial and operational studies.

### **Governance & Board Support**

- Assist the General Manager with preparation of monthly board packets, reports, and special studies.
- Prepare and maintain minutes of Board of Directors meetings.
- Provide financial and policy recommendations to align Cooperative operations with long-term strategic goals.

### **Collaboration & Representation**

- Work closely with the executive management team to align financial strategies with operational priorities.
- Serve as point of contact with statewide associations, auditors, financial partners, and public officials.
- Represent the Cooperative in meetings, community events, and industry functions.

### **Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (CPA or MBA preferred), or combination of education and experience.
- Minimum 5 years of progressive experience in financial management, preferably in the utility or cooperative sector.
- Minimum 5 years of supervisory experience, with demonstrated ability to lead, coach, and develop staff.
- Strong knowledge of GAAP, RUS accounting, and regulatory reporting.
- Proven leadership skills with the ability to supervise staff, delegate authority, and motivate teams.
- Excellent analytical, organizational, and communication skills.
- Ability to manage multiple projects, meet deadlines, and handle sensitive information with discretion.

### **Core Competencies**

- Strategic thinking with the ability to align financial management to organizational goals.
- Commitment to cooperative principles and member service.
- Integrity, professionalism, and sound judgment in decision-making.
- Collaborative leadership style that fosters trust and accountability.