



# Kandiyohi Power Cooperative

Your Touchstone Energy® Cooperative 

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**JOB TITLE:**

Finance Manager

**REPORTS TO:**

Chief Executive Officer

**FLSA STATUS:**

Exempt

**EFFECTIVE DATE:**

May 2020

**POSITION SUMMARY:**

The Finance Manager is responsible for oversight of all financial and accounting activities of the cooperative. Advises and assists the CEO, as a member of the management team, in meeting or exceeding the overall financial and strategic objectives of Kandiyohi Power Cooperative and its subsidiary businesses (referred to collectively as KPC).

**DUTIES AND RESPONSIBILITIES:**

- Responsible for accuracy, timeliness, and ongoing monitoring of day-to-day financial operations within KPC, ensuring compliance with accounting standards and regulatory requirements. Day-to-day financial operations include, but are not limited to payroll, general ledger, accounts payable, capital credits, property and depreciation records, work orders, inventory, insurance, and workman's comp claims.
- Responsible for timely monitoring and communication of overall financial condition of KPC, ensuring ongoing proper levels of cash, financial ratios, loans, financing, and insurance coverage.
- Responsible for providing timely and accurate monthly reporting, including monthly financial reports and monthly budget reports and analysis.
- Responsible for managing employees in the Finance Department. Management duties include recruiting, training/development, leadership, and performance evaluations.
- Responsible for work of any consultants and vendors used by the Finance Department, including working with the auditor to coordinate the annual audit
- Responsible for financial planning activities, including the annual budget and annual updates to the long-term financial and loan forecasts.
- Prepares and recommends loan applications, regularly reviewing debt portfolio and alternative financing options for optimum rates.
- Coordinates tax filings, oversees any tax audits and develops strategies for minimizing tax liabilities and maximizing tax savings opportunities.
- Performs financial analysis as needed for projects, business plans, cost of service and rate review, as well as the overall financial performance of KPC. Makes recommendations as needed.
- Keeps current on topics involving finance, accounting, applicable regulation, and the electric utility industry.
- Assists in developing policies and recommendations to be forwarded by the CEO to the Board of Directors.
- Supports, communicates, and contributes to KPC's vision and strategic plan.

**QUALIFICATIONS:**

A successful candidate must believe in the values of the cooperative and be driven by the mission. The duties and responsibilities described above are the essential functions of the job. The qualifications below represent the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

- Knowledge typically acquired through a bachelor's degree in finance and/or accounting.
- A minimum of 5+ years of previous accounting experience required, and at least 2+ years in a leadership role.
- CPA credentials are highly desired and electric cooperative experience is preferred.

**Supervisory Responsibilities:**

- This position supervises the lead and plant accountant roles.

**Knowledge, Skills and Abilities:**

- Ability to maintain confidential information.
- Excellent verbal and written communication skills.
- Demonstrated passion for working in and managing a fast-paced, collaborative environment.
- Ability to effectively inform, coach, negotiate, problem solve, innovate, and facilitate the execution of strategic imperatives.
- Knowledge of, and ability to use, personal computers and related software for accounting, word processing, spreadsheets, and e-mail.
- Ability to organize, prioritize and give attention to detail.
- Ability to maintain a valid driver's license.

**WORKING CONDITIONS:**

- Indoor office work environment: sit for extended periods of time, walk, and stand, vision abilities include close and distant focus, talk in person and by telephone.
- Infrequent exposure to extremes in noises, temperatures, etc. Little to no exposure to hazards.
- Light physical exertion required for this position. Occasional lifting and/or carrying, 25 lbs. maximum. Reach with hands and arms. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Must be able to use office equipment such as a copier, fax machine, computer and printer.

**WORK SCHEDULE:**

- Finance Manager is a full-time position.

**If interested in applying, please submit your cover letter and resume by June 15, 2020 to:**

[careers@kpcoop.com](mailto:careers@kpcoop.com)

**or mail to:**

**Kandiyohi Power Cooperative**

**Attn: Careers**

**8605 47<sup>th</sup> St NE**

**Spicer, MN 56288**

**KPC offers a comprehensive benefits package.**

**Medical exam, drug test, and background checks are required.**

**Equal Opportunity Employer**