

## **CHIEF FINANCIAL OFFICER**

SOUTHEAST COLORADO POWER ASSOCIATION, INC. and SECOM

### **1 SUMMARY**

CFO is responsible for all accounting and finance operations for the electric cooperative. The territory includes more than 13,000 sq. miles, 5700 energized line miles (14.4kV, 24.9kV, 69kV) serving almost 10,500 AMI meters at a 55MW peak. The load profile is just over 40% irrigation with the remaining oil/gas, residential, commercial and light industrial.

SECPA does operate a wholly-owned broadband subsidiary - SECOM. SECOM is an internet, phone and data service provider with over 1400 miles of fiber optic cable line generating nearly \$12MM in annual revenue from approximately 1500 fiber and 7000 wireless internet customers, and nearly 3000 voice lines. CFO will have same responsibilities for this entity.

### **2 SUPERVISOR/LEADERSHIP TEAM**

CFO is a direct report to the CEO. CFO will be a member of a leadership team that includes a CMSO, CTO, CHRO, CLO, COO (SECPA), COO (SECOM) and CMO (SECOM).

### **3 ESSENTIAL DUTIES AND RESPONSIBILITIES**

- (a) Oversees the completion of the Form 7 & 990 (SECPA), cash flow charts, income statements, balance sheets, rate schedules and all other documents required by lenders, regulators, auditor and/or internal organization.
- (b) Requires working independently towards general results, setting objectives and goals, devising new methods, modifying or adopting standard procedures to meet new conditions and making decisions based on precedent and Association policy.
- (c) Responsible for development of annual budgets.
- (d) Works with Member Services with any economic development in our service territory.
- (e) Works with Member Services and Billing Supervisor in resolving consumer complaints in such a manner that the Association is respected and well received.
- (f) Oversees all Association finances, investments, loans and borrowing with direction from the CEO.
- (g) Assists in developing manual and automated data processing tools and workflows to achieve the greatest effectiveness.
- (h) Create an atmosphere to get the work done while creating a feeling of camaraderie in all areas of the operation.
- (i) Duties require knowledge of Association policies and procedures and their application.
- (j) Requires working independently towards general results, setting objectives and goals, devising new methods, modifying or adopting standard procedures to meet new conditions and making decisions based on precedent and Association policy.
- (k) Good judgment and people skills are considered essential.
- (l) Responsible for the delegation, training, and appraisal process of all department employees.
- (m) Promotes uniform standards by adopting and following appropriate cooperative and department policies, record keeping and compliance.
- (n) Is a member of the Safety Committee.

- (o) Responsible for inter and intra-department workflow.
- (p) Attends meetings, special courses and seminars to facilitate training, keep informed and stay abreast with current industry trends. This may require occasional travel from the area.
- (q) Participates in general staff meetings, strategic planning, board meetings and other internal meetings as directed.
- (r) Serves on committees, organizations, agencies and groups as may be applicable to departmental functions or as may be directed by the CEO.
- (s) Other duties as assigned.

#### **4 SUPERVISORY RESPONSIBILITIES**

- (a) For SECPA: Supervises Accounts Payable Accountant and Plant Accountant, who also has operations dispatch responsibilities.
- (b) For SECOM: Supervises Finance Manager, who oversees a Plant Accountant, Accounts Payable Accountant and Inventory Accountant.
- (c) Carries out supervisory responsibilities in accordance with the Cooperative's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including termination; addressing complaints and resolving problems.
- (d) Ensures compliance and support of labor contract commitments with IBEW Local 111.

#### **5 QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **6 EDUCATION / EXPERIENCE**

- (a) High school diploma or general education degree (GED).
- (b) Higher education degree(s), industry certification(s) and/or practical application of skills in a related type of organization for a minimum of ten (10) years is required.
- (c) Should possess demonstrated management expertise with minimum three (3) years' experience.

#### **7 LANGUAGE SKILLS**

- (a) Ability to read and interpret documents such as financial statements, graphs and spreadsheets.
- (b) Ability to write reports and correspondence using correct high school level grammar and punctuation.
- (c) Ability to speak effectively to customers or employees of the organization.

#### **8 MATHEMATICAL SKILLS**

- (a) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- (b) Ability to compute rate, ratio, and percent and to interpret line and bar graphs.
- (c) Ability to perform general electricity and telecommunications calculations.
- (d) Ability to demonstrate analytical thinking and work products towards stated objectives.

## **9 REASONING ABILITY**

- (a) Ability to define problems, collect data, establish facts, and draw valid conclusions.
- (b) Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **10 CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Colorado Driver's License.

## **11 OTHER SKILLS and ABILITIES**

- (a) Must possess knowledge of RUS requirements.
- (b) Experience with CFC, NCSC, NISC and Federated a plus.
- (c) Additional experience with internal auditing and external auditors is preferred.
- (d) Must be able to deal discreetly with confidential information.
- (e) Computer skills with knowledge of spreadsheet and word processing programs is required.
- (f) Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, marketing, or counseling situation. Must have demonstrated ability to effectively organize, delegate and supervise employees.

## **12 PHYSICAL DEMANDS**

- (a) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (b) While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- (c) The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **13 WORK ENVIRONMENT / LOCATION**

- (a) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (b) The noise level in the work environment is usually moderate.
- (c) SECPA maintains operational facilities in La Junta (HQ), Lamar, Eads and Springfield. SECOM maintains operational facilities in La Junta (HQ), Pueblo West and Westcliffe.
- (d) CFO will be expected to live within or near service territory.