

# **Floresville Electric Light & Power System**

## **Chief Financial Officer**

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### **Position Details**

Eligible Applicants:	Open to the Public
Job Status:	Full Time
FLSA Pay Status:	Exempt
Reports To:	Chief Executive Officer
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	September 5, 2023
Close Date:	Until filled
Advertised Salary:	Salary offered commensurate with qualifications.

### **Job Summary**

The purpose of this position is to provide and interpret financial information. This is accomplished by monitoring cash flows and predicting future needs; managing the accounting systems; working with auditors to ensure annual monitoring is maintained; maintaining relationships with outside contacts (board members, auditors, banks, regulatory agencies, rating agencies, customers, vendors and solicitors); managing budgets; maintaining compliance with regulations and legislation; reviewing general ledger transactions and making corrections as needed; monitoring and transferring cash and investments; reviewing and approving Accounts Payable and Payroll, as well as providing support for the stated functions; coordinating Board agendas and minutes; reviewing and presenting the monthly financial statements; providing support to other departments as needed; and managing internal controls. Other duties include acting as Assistant Secretary/Treasurer, records retention administrator; investment officer; Notary, Pension Committee member, and credit card administrator; compiling data for the annual budget, audits, and investment policies and reports; compiling continuing disclosure statements; preparing earnings monitoring reports; managing all facets of transmission access, property, liability, and fiduciary insurance; coordinating the bimonthly newsletters; and assisting with rate increases, bond issues, and other projects as needed. The Accounting department, Consumer Accounting departments, Human Resources department and the Warehouse Supervisor report to this position. Additional other duties may be assigned, based on organizational need.

## Essential Functions

- Providing and interpreting financial information by completing various financial and audit reports; analyzing and understanding the implications of the data; interpreting and evaluating the financial metrics of FELPS; managing internal controls; presenting the financial statements and quarterly reports to the Board of Trustees; completing monthly updates of financial forecast versus actual; and updating forecasts as needed.
- Managing daily operations by overseeing accounting, customer service, billing, human resources and warehousing; providing customer service; managing schedules and duties; monitoring policies and established procedures; and providing support, as needed.
- Manages the accounting systems by verifying each journal as they are closed for accuracy; reviewing general ledger entries and the trial balance monthly; creating non-routine journal entries; administering credit card program; reviewing electric and miscellaneous bad debts and the allowance for bad debts; and calculating prepaid revenue and expenses.
- Maintains relationships with financial institution contacts; contacting and coordinating with financial auditor; managing all advertisements, and community support; maintaining relationships with brokers and dealers; communicating with regulatory agencies as needed; and coordinating the bimonthly newsletter.
- Monitors cash flows and predicts future needs by monitoring bank accounts daily for activity; transferring and investing funds as needed; interacting with other departments to be aware of significant purchases or projects; reviewing and approving Accounts Payable and Payroll transactions; assuring bank statements are accurate and balanced; calculating applicable aspects of wholesale power bill; and assisting with rate increase and bond issue needs.
- Develops, monitors and manages annual capital and operations budget; interacting with other departments concerning their expenditures, including approving requisitions; reviewing and updating the general, liability, and fiduciary insurance annually; monitoring other income and revenue outside of power supply; and monitoring service provider charges.
- Maintains relationships with power supply contacts; monitors monthly invoices and purchases, including gas hedging contracts.
- Maintaining compliance with regulations and legislation by monitoring and adapting to changes in legislation; completing annual continuing disclosure statements for bond issues; completing ongoing monitoring by rating agency; completing annual earnings monitoring report for the Public Utility Commission; completing all U.S. Department of Energy surveys; and completing all APPA and TPPA surveys.

## **Minimum Qualifications**

- Ten (10) years of experience in Finance, Accounting, or Business at either the Director or CFO level.

OR

- Seven (7) years of experience in Finance, Accounting, or Business at either the Director or CFO level AND a bachelor's degree in business, Finance, Economics or related field. Professional electric utility experience required, with public power utility experience and strong knowledge of public purchasing, finance rules, regulations, deals well with people and "politics" of public power municipality.
- Management, attainment, and continuation of regulatory compliance
- In-depth knowledge of corporate governance, finance and performance management principles
- Familiarity with various business functions such as marketing, finance, HR etc.
- Ability to build consensus and relationships among Board of Trustees, executives, partners, and the workforce.
- Proven negotiation skills.
- Ability to understand new issues quickly and make wise decisions.
- Ability to inspire confidence and create trust.

## **Physical Demands and Working Conditions**

The employee will be required to work primarily in an office setting, but outdoor work can also be expected. Physical requirements include, but are not limited to, standing, sitting, walking, lifting to 20 pounds, fine dexterity, foot controls (driving), vision, hearing and talking. Working conditions may involve extended work hours for evening and weekend meetings and in emergency situations. Ability to perform multiple tasks simultaneously and to work closely with others as part of a team is a must. Post job drug screen, driving record, background check, is required.