

Copper Valley Telephone Cooperative

Position Title: Financial Controller	Department: Accounting
Reports To: Chief Financial Officer	FLSA Status: Exempt

General Summary:

Directs accounting practices of CVTC and its subsidiaries to ensure accuracy of accounting and financial activities. Manages daily activities of Accounting department employees. Provides rate development for CVTC and its subsidiaries. Completes, reviews and analyzes financial statements. Performs other various financial analyses and studies.

Essential Job Functions:

- Oversees daily activities of Accounting department employees by managing workflow and employee scheduling, checking work for accuracy, ensuring appropriate staff levels, counseling and encouraging employee growth, training employees, answering employee questions, handling personnel issues, and completing performance appraisals.
- Directs accounting practices of CVTC and its affiliates by overseeing development and implementation of procedures and systems to maintain proper accounting records, controls, and services; ensuring accuracy and adherence to schedules for accounts payable, payroll, plant accounting, inventory and other accounting functions; ensuring all required reports are filed on a timely basis; and ensuring retention of all records and files.
- Ensure all financial statements are completed timely and accurately and that all required reports are filed in a timely manner. Reviews monthly financial statements and analyzes significant variances.
- Serves as contact point for annual external audit. Ensures efficient audit process by providing timely closing of year-end activities and completion of audit schedules.
- Provides support for regulatory activities including preparing various analyses, studies, regulatory filing schedules, and long-term plans; preparing information for cost separation studies; and preparing information for revenue requirement and other regulatory filings. Provides information to regulatory consultants and commission staff.
- Monitors CABS information for irregularities. Completes and/or verifies NECA and AECA data requests. Maintains NECA and AECA tariffs.
- Assists in preparation of annual budget. Implements and maintains budgetary tracking mechanisms. Prepares necessary support information for budget formulation.

- Prepares reports, analyses and recommendations on loan status, depreciation rates and other financial transaction or system data as requested.
- Serves as contact point for annual business insurance renewal, provides updated schedules for renewal, calculates internal allocations, and keeps policies updated at all times. Provide assistance to managers for obtaining certificates of liability and bonds. Makes recommendations for policy updates and keeps current with industry insurance needs.
- Performs all other related duties as assigned by management.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of FCC Uniform System of Accounts, cost separation processes, and NECA and AECA procedures.
- Knowledge of Rural Utilities Service procedures and manuals.
- Knowledge of PC spreadsheet and word processing software, PC operating software, AS400 applications software and data extraction methods.
- Knowledge of practices and procedures utilized in the preparation and filing of various rate and financial studies as required by the FCC, RCA, RUS or CVTC.
- Knowledge of company policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of company products and services.
- Skill in operating various office equipment such as personal computer, postage machine, copier, shredder, various software programs, email, and telephone systems.
- Skill in oral and written communication.
- Skill in reading and interpreting financial statements.

- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to type 200 digits per minute on a ten key machine.
- Ability to maintain confidentiality.
- Ability to type and enter data for long periods of time.
- Ability to work with frequent interruptions.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to create a team environment and sustain employee morale.

Education and Experience:

Bachelor’s degree in accounting, finance, or related field, and a minimum of three years in a supervisory capacity. Preference for progressive experience in telephone system accounting. An equivalent combination of college study and experience may also be accepted.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing: Must be able to lift and transport records weighing up to 10 lbs.	X			
Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.