

## **Director of Accounting & Finance**

### **Position Description #98**

#### **Function**

The Director of Accounting & Finance reports directly to the Chief Financial Officer (CFO). The Director of Accounting & Finance is responsible for working with the CFO in overseeing all financial operations, ensuring fiscal responsibility, and driving financial performance across the organization. Areas of responsibility include oversight of the District's Finance, Accounting, Utility Billing (including Meter Reading), Customer Service, Warehouse, Building and Property Maintenance functions and associated administrative responsibilities. This role combines high-level financial strategy with hands-on management of accounting, budgeting, forecasting, compliance, and reporting functions. Considerable independent judgment, discretion, and initiative is exercised in conducting daily operations with efficiency and effectiveness. This position will collaborate closely with the executive team to support business growth, optimize financial processes, and ensure alignment with corporate goals.

#### **Primary Duties and Responsibilities**

- 1) Develop and implement financial strategies aligned with the company's long-term objectives.
- 2) Oversee activities of the Accounting, Utility Billing, Customer Service, Meter Reading, Warehouse and Facility Maintenance units of the Finance Department.
- 3) Work with CFO to advise the General Manager/CEO and executive team on Generally Accepted Accounting Principles (GAAP), financial planning, risk management, and investment opportunities.
- 4) Work with CFO to develop the annual operating and capital budgets with the assistance of department heads for final approval from the General Manager/CEO and the Board of Commissioners.
- 5) Oversee budgeting, forecasting, and financial reporting processes.
- 6) Oversee corporate insurance, auditing, and risk management programs.
- 7) Ensure timely and accurate preparation of daily, monthly, quarterly, and annual financial statements.
  - a) Oversee accounting month-end and year-end closing procedures.
  - b) Oversee preparation of the daily cash report and the monthly bank reconciliation.
  - c) Oversee preparation and entry of adjusting journal entries.
  - d) Review/Approve customer ROI calculations.
  - e) Report monthly operating budget variances to department heads for their review and comments.
  - f) Report monthly capital expenditures and the related budget variance by project number to operations management and the General Manager/CEO.
  - g) Oversee the preparation of the monthly operating report for the District reflecting revenues, expenditures, assets, liabilities, etc.
- 8) Report monthly financial statement to the Board of Commissioners.
- 9) Maintain banking relationships and strategic alliances with vendors and business partners.
- 10) Negotiate, coordinate, and administer investment, debt, and bond financing.
- 11) Responsible for asset acquisition, management, and retirement.

- 12) Provide regular feedback to direct reports and their subordinates regarding performance. Complete performance reviews on a timely basis.
- 13) Provide supervision to Facility Maintenance Tech in areas of safety, building and grounds maintenance and housekeeping issues.
- 14) Coordinate audits and liaise with external auditors. Provide external auditors with necessary documentation to perform annual audit, answer questions, conduct final review of financial statements
- 15) Assist CFO in updating Management's Discussion and Analysis section of the audited financial statements with assistance of department heads.
- 16) Maintain constant awareness of daily revenues and operating requirements.
- 17) Provide periodic report on status of delinquent accounts to CFO and General Manager/CEO.
- 18) Complete continuing education to increase competency in Accounting, Finance, Business, and other related sciences.
- 19) Complete special projects requested/approved by CFO.
- 20) Ensure all District financial records and reports are following federal, state, and local government regulatory requirements.

### **Knowledge, Education and Skill Requirements**

Bachelor's degree in Accounting, Finance, or related field (Master's or CPA preferred). Requires 10+ years of progressive experience in accounting and finance, with at least 5 years' management experience. Strong knowledge of financial regulations, GAAP, and corporate finance. Proven experience in strategic planning, budgeting, and financial analysis. Accounting experience in the natural gas industry or at a utility is a plus. Field training with a CPA firm is a plus. Must use tact, diplomacy, and good judgment in dealing with employees, customers, vendors, and the public.

### **Other Significant Facts**

Bondability: Must be bondable for maximum requirement - bank check signing.

Working conditions: Works inside in normal office environment.

Confidentiality: Absolute confidentiality is required in day-to-day work.

Drug/Alcohol Testing: Employees in this position are required to undergo testing for alcohol and illegal drugs.

**This job description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow other instructions, and to perform other related duties, which may be required by their manager.**

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Employee Signature

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Date