

**CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER**  
**HOUSTON COUNTY ELECTRIC COOPERATIVE, INC. - CROCKETT, TX**  
Position Responsibility Guide

**1 POSITION FUNCTION SUMMARY:**

Responsible for the accounting, financial, risk management and human resource operations of the company including the development of the financial and operational strategies, reporting financial results and metrics, supporting talent management services and ensuring adequate controls are in place to safe guard member interests.

**2 PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES:**

The electric utility industry is highly regulated, dynamic, complex and capital intensive business. As a non-profit, member owned cooperative, the primary objective of the Chief Financial and Administrative Officer is to support Houston County Electric Cooperative members' interests to provide affordable and reliable power in every action and decision.

This general overview only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Within the limits of approved board policies, operating guides and procedures, the Chief Financial and Administrative Officer assumes responsibility for the following activities:

Planning

- (a) Assist in formulating future direction and development of plans aligned with Board Director approved strategic initiatives.
- (b) Monitor and direct implementation of strategic plans.
- (c) Develop long range financial forecasts as well as short-term capital and operating budgets.
- (d) Develop strategies to support employee recruitment, retention, safety and wellness

Operations

- (a) Participate in key decisions as a member of the management team.
- (b) Maintain professional relationships with members of management to engage and support organizational objectives.
- (c) Manage accounting, finance and human resource functions within the organization.
- (d) Provide direct supervision over accounting, accounts payable, payroll and human resources.
- (e) Develop operational policies and procedures aligned with business objectives.
- (f) Provide project management support across organization.
- (g) Establish positive business relationships with external contacts and the public to promote the Cooperative.
- (h) Develop Key Performance Indicators reflecting interests of membership to measure performance and identify opportunities.

Finance & Accounting

- (a) Oversee issuance and development of financial information and metrics.
- (b) Analyze performance to explain variances and opportunities for improvement.
- (c) Develop understanding of affiliate organizations and represent HCEC interests with affiliate organizations.
- (d) Evaluate capital structure, secure financing and recommend equity positions.
- (e) Oversee treasury functions of organization.

- (f) Report monthly financial results to the Board of Directors.

#### Human Resources

- (a) Provide talent management services including recruitment, selection, onboarding, classification, compensation, payroll, benefit administration, leave, performance management, retention, dismissals, retirement and wellness programs.
- (b) Support organizational goals and training/development programs to achieve goals.
- (c) Ensure compliance with all employment law.

#### Risk Management

- (d) Understand corporate risk exposure and control systems.
- (e) Implement effective measures to protect organization.
- (f) Ensure adherence with all legal and regulatory requirements as well as adherence to internal policies and procedures.
- (g) Ensure compliance with RUS and other governmental agencies.
- (h) Communicate and support external auditors and implement recommendations as appropriate.
- (i) Evaluate insurance coverage, claims and legal issues.

### **3 EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting or finance. Minimum 10+ years equivalent experience. Prefer CPA or MBA. Managerial and human resource experience preferred. Experience with utilities or energy industry experience highly desired.

### **4 KNOWLEDGE, SKILLS AND ABILITIES**

Ability to work across functional areas of organization to support training and development of coworkers. Exhibits leadership and teamwork capability. High level of written and oral communication skills. Able to represent Cooperative interests internally and externally. Proficient technical skills with all Microsoft applications. Strong financial acumen to evaluate financing and treasury functions. Maintains professionalism and protects confidential information.

### **5 PERSONAL CHARACTERISTICS**

Personal characteristics to include: a team player, high integrity, good personal habits, regular work attendance, attention to detail, courteous and friendly, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.

### **6 REPORTING RELATIONSHIPS:**

The Chief Financial and Administrative Officer will report directly to the CEO/General Manager and will retain managerial control of Human Resources, Finance & Accounting. The Chief Financial and Administrative Officer is part of leadership team and is expected to work across all department areas to achieve organization objectives.

### **7 POSITION SPECIFICATIONS:**

Fair Labor Standards Act Provisions

This position is exempt under the provisions of the Fair Labor Standards Act.

### **8 WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

This position will require extended periods of sitting at a desk and working on a computer. The position will also interact with the public on occasion and meet with members personally. This position will require travel at times. Emergency situations could involve long and unusual work hours in the office in inclement weather conditions.