



# ESCAMBIA RIVER

**Electric Cooperative, Inc. ▪ Rural Services, Inc.**

A Touchstone Energy® Cooperative  
The power of human connections®



## Job Description

Job Title:	Director of Finance & Administration		
Dept:	Finance & Administration	Reports To:	Chief Executive Officer (CEO)
NRECA Code:	32-1111	FLSA Status:	Exempt

### Summary / Objective

Manages all aspects of the finance and administration department while safeguarding the assets of the Cooperative and ensuring that the short- and long-term goals as well as the mission of the cooperative are met.

### Responsibilities

The following responsibilities are meant to convey the general nature of the work expected for this position. While some items may be specific, the list is not intended to communicate every specific task or responsibility.

### Every Employee

- Promote and apply all safety practices to safeguard employees and the public in accordance with the Cooperative's safety rules, regulations, and practices.
- Do the right things for the right reasons. Operate with integrity and a sense of continual improvement, positioning the organization for a strong future.
- Treat all others with respect at all times.
- Convey the Cooperative's mission and values to members through interactions and approach to responsibilities.
- Assist in training and cross training of others and in achieving a high degree of teamwork by performing all other duties and tasks as assigned across all product lines and services.
- Take initiative to learn, to help others, and to recognize and identify work that needs to be done and do it.
- Exhibit professionalism through our interactions and our working environment.

### Role-Specific

While these responsibilities pertain to the main focus of this role, all employees should expect to share and accept collaboration, advice, and counsel recognizing that every member of the team contributes to and can learn from the others.

- Administration Responsibilities
  - Inform the CEO of general progress and problem areas that fall within the scope of the Director of Finance & Administration's responsibilities.

- Develop procedures in coordination with department Directors for the effective internal operations of the Cooperative.
- Initiate and conduct meetings for the resolution of interdepartmental problem areas.
- Conduct and coordinate special projects/studies as required by the CEO.
- Perform general surveillance over the objectives, goals, policies, and procedures of the Cooperative and recommend to the CEO any changes required.
- Participate in CEOs staff meetings regarding future plans, management policies, internal procedures, and confer on mutual problems and information.
- Manage the accounting, member service, IT, marketing, and billing personnel.
- Develop and direct the implementation of the emergency response plan.
- Responsible for updating and maintaining the company bylaws, tariff, and company policies.
- Prepare monthly reports for the Board of Trustees and regulatory agencies as required.
- Manage meter reading, billing, and collection for all power and water accounts.
- Supervise procedures for Contractual Postal Unit at Walnut Hill office.
- Oversee, research, and promote energy efficiency, demand-side energy services, conservation programs, emerging technology, and renewable energy generation programs.
- Work with the economic development and marketing and communication staff at Power South Energy, as well as other government officials in promoting the business and economic development within the community.
- Approve residential building constructions for the Florida Energy Efficiency Code and perform load calculations.
- Represent the Cooperative in a professional manner as necessary at public and community functions.
- Serve as the main point of contact for Connect internet services.
- Perform other duties as assigned by the CEO.
- Finance Responsibilities
  - Develop financial information and assumptions and prepare financial forecasts and annual budgets.
  - Participate in developing long term financial forecasts and rate cost studies.
  - Supervise energy auditing, while performing utility bill strategic analysis.
  - Set up, maintain, and constantly review a system of internal controls, reports, and processes to accurately reflect the financial condition of EREC.
  - Ensure the accounting revenues and expenses are recorded in an accurate, timely and efficient manner.
  - Analyze and prepare detailed monthly and long-term financial reporting information and discuss with CEO and Board of Trustees, as required.
  - Oversee and monitor billing functions and cash receipts of the organization, as well as internal controls.
  - Establish close working relationships with banks and lending institutions to assure corporate funds are safely invested for the best yield with prudent management.
  - Work with external auditor in performing utility audits.
  - Perform other duties as assigned by the CEO.

## Job Knowledge, Skills, and Abilities

1. Bachelor's degree in accounting, management, or finance; CPA certification and Master's degree is preferred.
2. Minimum of 5 years' progressive management experience preferred.
3. Must possess a valid driver's license.

4. Must possess knowledge of management, accounting, organization planning, data processing and personnel administration principles and practices.
5. Must possess strong knowledge of financial practices, including corporate regulations, accounting materials, and industry and governmental standards.
6. Must possess extensive knowledge of financial requirements, regulations and reports as required by local, state, federal, and industry agencies.
7. Must be able to manage multiple projects, assignments, and personnel.
8. Must be able to lead, build consensus and foster teamwork among colleagues, subordinates, Cooperative members, and the general public.
9. Must be able to analyze complex financial issues and budget formulas.
10. Must be able to develop and design advanced financial budgets, financial models, and financials projections.
11. Must be able to communicate and simplify complex financial information.
12. Must be able to analyze and make sound financial decisions based on actual and projected revenues and expenses.
13. Must be able to make decisions that will impact the financial integrity and reputation of the Cooperative.
14. Must be able to ensure that all financial information related to the Cooperative is accurate.

## Physical Demands

- Occasional lifting of up to 25 pounds, rare lifting of up to 50 pounds.
- Job requires constant sitting; occasional standing, walking, and traveling; infrequent reaching outward or above shoulder, bending, climbing, squatting, or kneeling.
- Requires repetitive motions with hands and fingers such as dialing and keyboarding.
- Prolonged periods of sitting at a desk and working on a computer. Primarily inside work at a desk.
- Must be able to use computer and printer.
- Must be able to present information to others and work under stress.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Work Environment

All employees are subject to call-out in the event of an emergency or workload. The Cooperative has the right to require employees to work all necessary overtime as a condition of employment.

The work environment characteristics described here are representative of those an employee encounters while performing the responsibilities of this job. Reasonable accommodations will be made for individuals with disabilities.

- Primarily work is in a climate-controlled office; may occasionally be exposed to temperature variances.
- The noise level is normal for an office work environment and varies when working outside.
- Occasional travel will be required between main office, Walnut Hill office, and to other locations.
- Position may require occasional overnight travel for training or conferences.

## How to Apply

Email resume to Megan Albritton, HR Specialist at [malbritton@erec.com](mailto:malbritton@erec.com)

-OR-

Visit our website and fill out an application form <https://www.erec.com/about-us/careers/>