



# Wheat Belt Public Power District

## JOB DESCRIPTION

Job Description: **Finance and Administrative Services Manager**

Original Issue Date: 3/26/2024

Revision Date: 3/26/2024

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### **General Purpose of the Position**

This position is responsible for finance, accounting, and HR functions while overseeing accounts payable, customer engagement, billing, and payroll. This role provides overall direction and supports the functions of the department. This position reports directly to the General Manager/CEO.

### **Essential Activities and Responsibilities**

#### Finance/Accounting (50%)

- **Financial Forecast:** aligns strategy financial forecast to the overall financial strategy and management plan
- **District Budget:** responsible for district budget creation, re-forecast, and tracking/reporting
- **Financial Reporting:** prepares, analyzes, and maintains the District's financial statements including month end financial statements, annual and quarterly tax reports, monthly financial board book documentation according to RUS accounting standards
- **GL & Cash Management:** manages general ledger entries and documentation, conducts bank account reconciliation and balancing discrepancies, manages funds and transfers for cash management
- **Asset Management:** manages assets tracking/reporting and depreciation schedules
- **Year End External Audit:** acts as the liaison to the external audit firm, coordinates and assists with external audit, submits audited financial statements/reports to associated organizations
- **Internal Audit Controls:** accountable for development and managing internal audit controls in coordination with the external audit firm
- **Finance Systems:** maintains the District's financial software along with the software provider

#### Human Resources (25%)

- Responsible for the HR strategy, benefits administration, and HR functions
- Provide overall general HR support to employees

#### Administrative Services and Team Development (25%)

- Understands state statutes and aware of changes to state statutes impacting the District
- Responsible for overall performance management and development of team
- Provides leadership, direction, and oversight to the department
- Provides guidance and support customer engagement strategy





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### **Education and Experience**

- Bachelor's Degree, preferred
- High school diploma, required
- 10+ years of industry, finance/accounting and/or management experience

### **Additional Qualifications**

- Knowledge of RUS accounting standards preferred
- Knowledge and experience data analytics for support of decision making, proven leadership abilities, understands and practices employee and customer confidentiality
- Skilled in Microsoft Office and/or the Google suite
- Strong interpersonal skills including verbal and written communication
- Team oriented with the ability to get along well with others

