

Job Title: Director of Accounting

Company: Otsego Electric Cooperative Inc. & OEConnect, LLC.

Location: Hartwick, New York

Reports to: CEO/General Manager

Directs: Bookkeeper & HR Coordinator

Key Responsibilities:

Financial Duties & Responsibilities:

- Ensure complete and accurate financial records for Cooperative, Subsidiary, and consolidated entity reports in accordance with established Cooperative accounting policies and procedures, in accordance with RUS (CFC), & FERC Uniform System of Accounts and Generally Accepted Accounting Principles.
- Oversees and directs the maintenance of the general ledger, subsidiary ledgers, and accounting files.
- Ensures timely preparation of, and oversees payroll, accounts payable, work orders, and others duties as required in the absence of or in coordination with the Bookkeeper & HR Coordinator.
- Ensure timely preparation of financial statements, management reports, and board reports that clearly communicate the financial performance of the entities. Reports on the results at monthly board meetings.
- Provides leadership for the accounting personnel in completing assigned tasks and ensures internal controls are adhered to. Advises other departments on proper accounting procedures and safeguarding assets.
- Coordinates, oversees, and manages financial audits.
- Responsible for the analysis of financial and operational results each month. Prepares the annual budget, financial plan, financial policies and procedures, and financial forecasts.
- Responsible for keeping the organization in compliance with various agencies and the preparation of financial, compliance, and regulatory reports for Federal, State, and Local agencies.
- Responsible for all aspects of cash management for the Cooperative and its subsidiaries.
- Responsible for and oversees all debt, investments, and capital credits in accordance with Bylaws, policies, and procedures.
- Ensures and oversees cost-allocations between Cooperative and subsidiary entities are fair, equitable, and sufficient in accordance with GAAP.
- Works closely with the CEO on cost-of-service studies, rate design, and financial monitoring to ensure rates are fair, equitable, and sufficient to support operational and capital needs in accordance with the Cooperative's bylaws and policies.
- Works closely with the CEO and the executive management team on the development of business plans, strategic plans, and the measurement and monitoring of utility KPI's.

- Oversees the annual physical inventory of materials and supplies. Reviews contractor and vendor relationships, agreements, and purchase contracts to ensure fair pricing and quality standards are met.
- Attends all meetings and trainings as required.

Human Resources & Administration:

- Ensures timely preparation of, and oversees benefit compliance reporting, audits, insurance renewals, and benefit claims as required in the absence of or in coordination with the Bookkeeper & HR Coordinator.

Grant Management & Compliance:

- Works closely with the CEO and executive management team to complete all objectives and requirements of federal, state, or local grants from application to close-out including strict adherence to grant-specific compliance, reporting timelines, and auditing standards.
- Prepares required financial reports and maintains accurate records for audits and evaluations.

Qualifications:

Education/Experience:

- A bachelor's degree in accounting and at least five (5) years of experience in accounting. Experience in Utility or Telecom Accounting, CPA, and/or MBA preferred.
- Extensive knowledge of accounting principles and practices, budgets, insurance, taxes, banking, and other financial matters. Experience with Cooperative accounting and information systems preferred.
- Satisfactory completion of practical knowledge exam.

Other Skills & Abilities:

- Strong analytical and strategic thinking skills, with a strong sense of accountability and a desire to learn.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to communicate complex financial concepts and information to customers, vendors, staff, executives, and board members.
- Ability to define problems, collect and interpret data, establish facts, and draw valid conclusions.
- Ability to lead, mentor, and develop accounting personnel.
- Ability to balance multiple projects and deadlines with a high degree of accuracy and timeliness.



Otsego Electric Cooperative, Inc.



A Touchstone Energy® Cooperative



EMPLOYMENT APPLICATION

Applicant Name: _____

Date: _____

Position: Director of Accounting

Otsego Electric Cooperative, Inc. (OEC) and its wholly owned subsidiary OEConnect, LLC. (OEConnect) place a great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

OEC & OEConnect provides an equal opportunity to all qualified individuals seeking employment and to all current employees and does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, age, sex, marital status, ancestry, disability, veteran/military status, arrest/conviction record, sexual orientation, domestic violence victim status, predisposing genetic characteristic or carrier status, and any other category protected by federal, state, and local laws.

Personal Information: (Please Print Clearly)

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Previous Address if less than 5 years at your current address:

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Home Phone: _____ Cell Phone: _____

Fax #: _____ E-Mail: _____

Employment Eligibility: (Employment is contingent upon proof of legal right to work and I-9 completion)

Are you legally entitled to work in the United States? ☐ Yes ☐ No

If you are under 18 years of age, do you have a work permit? ☐ Yes ☐ No

Do you have a valid Driver's License? ☐ Yes ☐ No

Do you have a valid Commercial Driver's License? ☐ Yes ☐ No

Can you travel, if the position requires travel? ☐ Yes ☐ No

Have you ever worked for OEC under a different name? ☐ Yes ☐ No

If yes, please provide additional information and name: _____

Position Desired

Position Applied for: _____

How did you learn of this vacancy? _____

Annual Salary Desired: \$ _____ Date Available: _____

Are you able to perform the essential functions of the position? ☐ Yes ☐ No

Have you been previously employed by OEC or another electric cooperative? ☐ Yes ☐ No

If yes, indicate position, department, and dates employed: _____

Do you have any relatives employed at OEC? ☐ Yes ☐ No If yes, who? _____

Education and Training

Indicate highest level of education completed:

☐ High School ☐ College/University ☐ Graduate School ☐ Trade/Specialty School

Educational Institution: _____

Address: _____

Major and Minor (if applicable): _____

Degree Earned: _____

Did you Graduate? ☐ Yes ☐ No GPA: _____

Educational Institution: _____

Address: _____

Major and Minor (if applicable): _____

Degree Earned: _____

Did you Graduate? ☐ Yes ☐ No GPA: _____

Professional Certifications and licenses: _____

Other skills or experience pertinent to the job applied for: _____

Employment History (Must complete even if attaching a resume)

List your last two employers with the most recent first.

If you're currently employed may we contact your current employer? ☐ Yes ☐ No

Is this your current employer? ☐ Yes ☐ No

Previous Employer: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Contacts Name: _____ Contacts Phone #: _____

Employed From (mm/yyyy): _____ Employed To (mm/yyyy): _____

Current job title and pertinent duties: _____

Reason for seeking other employment: _____

Is this your current employer? ☐ Yes ☐ No

Previous Employer: _____

Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Contacts Name: _____ Contacts Phone #: _____

Employed From (mm/yyyy): _____ Employed To (mm/yyyy): _____

Current job title and pertinent duties: _____

Reason for seeking other employment: _____

Professional References (Please list only references that we may contact at this time)

1) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

2) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

3) Name, Title, Company: _____

Contact #(s): _____ Years Known: _____

Affidavit

Nonbinding Application and Interview Process: I understand that this application will be reviewed, but nothing in this application or any other documents that I receive from OEC shall be construed as either an offer or contract of employment or an obligation on the part of OEC to provide any benefit to me.

Employment-At-Will: I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either OEC or myself. However, for bargaining unit positions terms of the applicable collection bargaining agreement will apply to termination from employment.

I further understand that OEC has a zero-tolerance policy with respect to drugs, alcohol, weapons and violence. OEC is a Drug-Free Workplace. All employees are expected to comply with our drug-free workplace policy, and employment may be contingent upon passing a pre-employment drug screening, where permitted by law.

Employment with OEC may be contingent upon the successful completion of a background check, which may include verification of employment history, education, criminal history, credit record, driving record, social security number investigation, and other relevant records, in accordance with applicable law.

I hereby declare that my statements on this application and on my resume or documents provided by me to OEC are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. I hereby release OEC from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days. If I have not heard from OEC after 180 days and still wish to be considered for employment, I acknowledge that I will need to submit a new employment application.

Applicant's Signature _____ Date: _____

Applicant's Name (please print): _____