

**POSITION DESCRIPTION**  
NORTH DAKOTA ASSOCIATION OF RURAL ELECTRIC COOPERATIVES

JOB TITLE: Finance Manager  
AREA OF SERVICE: Finance  
REPORTS TO: Finance Director

**SUMMARY**

Responsible for managing the fiscal functions of the association in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board (FASB) and in accordance with financial management techniques and practices appropriate with the industry. Primarily responsible for assisting with the planning, development, direction, coordination and monitoring of all policies and procedures to insure the proper utilization and internal control of the association's assets. This position also provides for a financially sound organization through assisting with the development, management and review of the association's annual workplan and budget, including the review of dues and assessments. Provides internal and external financial reporting for NDAREC, the Rural Development Finance Corporation (RDFC) and the ND REC Benefit Trust. Also provides financial analysis, accounting, corporate insurance, purchasing and tax reporting for NDAREC, RDFC and ND REC Benefit Trust.

**ESSENTIAL FUNCTIONS**

1. Organize, implement, direct and evaluate the association's and related companies' fiscal function and performance.
2. Develop credibility by providing timely and accurate analysis of budgets, financial reports and financial trends to assist the Finance Director and department managers in performing their responsibilities.
3. Establish credibility throughout the association as an effective developer of solutions to business challenges.
4. Enhance and develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the association and related companies.
5. Provide technical accounting and financial advice and knowledge to others within the association.
6. Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position, while adhering to cash management and investment policies set by the board of directors.
7. Prepare clear, concise financial statements for NDAREC, RDFC and ND REC Benefit Trust on a timely basis.
8. Assures compliance with all state, federal and private grant awards in filing grant reimbursement requests on a timely basis.
9. Directs all billing activities including dues, subscriptions, loans, safety services, education plans and services and all other programs and services.

**COMPETENCIES**

1. Financial management
2. Business acumen
3. Communication proficiency
4. Ethical conduct
5. Leadership
6. Performance management
7. Personal effectiveness/credibility
8. Problem solving/analysis
9. Strategic thinking
10. Technical capacity
11. Work ethic/teamwork

**SUPERVISORY RESPONSIBILITY**

This position is responsible for the direct supervision of two positions.

**WORK ENVIRONMENT**

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, laser printers and filing cabinets.

**PHYSICAL DEMANDS**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL**

This position is required to travel in-state and out-of-state on an occasional basis. A valid ND drivers license is required.

**REQUIRED EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting, business administration or related field required and 5 years of responsible experience in accounting and/or supervisory positions; or 10 to 15 years of related experience and/or training; or equivalent combination of education and experience.

**PREFERRED EDUCATION AND EXPERIENCE**

CPA; or advanced degree in accounting or finance.

**AAP/EEO STATEMENT**

NDAREC is an equal opportunity provider and employer.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are require of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Responsibilities and Authorities of All Management Positions**

1. Trains and appraises all reporting personnel.
2. Develops and evaluates workplans and budgets for department.
3. Authorizes expenditures within guidelines of policies.
4. Approves time sheets and compensated absences.
5. Represents NDAREC at meetings of membership and allied associations.

**EXTERNAL RELATIONSHIPS**

1. Direct contact with executive committee, NDAREC directors and member managers.
2. Staff liaison to N.D. Office Managers and Accountants Association.
3. Direct contact with financial institutions including local and non-local banks, credit unions and NRUCFC.