

Finance Specialist

Department	Finance	Reports to	Chief Financial Officer
FLSA Status	Non-Exempt	Supervises	None
Prepared by		Date	

Position Summary

Provides support to the Chief Financial Officer through general bookkeeping tasks including, but not limited to, the review of accounting and billing transactions and ensuring their completeness and accuracy. Must serve as a liaison to other departments for accounting and billing-related matters, as well as identifying discrepancies in documents and reports. Reconcile data in financial statements, run complex financial reports, and prepare basic management information records.

Key Duties and Responsibilities

- Provide administrative accounting and billing support
- Keep accurate records for all daily transactions
- Analyze weekly and monthly billing reports
- Assist with budget preparation
- Collect and analyze data to assist in financial decisions
- Analyze and assist in classification of billing rates
- Ensure compliance with standard practices and protocols within the industry
- Participate and assist in financial audits
- Play a key role in ensuring compliance with the RUS Uniform System of Accounts-Electric, Internal Revenue Service, Oklahoma Tax Commission, and other regulatory entities
- Assist in preparing balance sheets
- Assist in preparing monthly, quarterly and annual financial reports
- Record fiscal transactions, balancing and reconciling accounts
- Respond to member requests for audit confirmations and maintain automated confirmation systems
- Review and implement financial policies
- Reconcile bank deposits and payments
- Review and update internal systems with financial data

Qualifications

A degree in business, accounting, economics, finance, or a related field is required for this position. Previous experience in a similar role may be considered. Experience handling finance, banking or legal documents and correspondence a plus. Previous experience in bookkeeping required. Exceptional professional communication skills, both written and oral. Previous experience providing administrative support to one or more senior colleagues. Must be personable and customer-oriented.

- Displays and encourages team effort for maximum efficiency and productivity.
- Must be able to work calmly and effectively under pressure.

- Must maintain confidentiality with sensitive information.
- Must be able to maintain accurate record keeping of transactions.
- Must have a working knowledge of general accounting, reconciliation of accounts and basic billing knowledge.
- Must be able to complete all assignments with attention to detail and accuracy.
- Must be able to interact well with internal and external customers, handling inquiries and/or composing correspondence.
- Must convey professional interaction at all times, thereby maintaining positive relations.
- Must be able to operate standard company technology/equipment, including a working knowledge of Microsoft programs and other software applications pertinent to the Cooperative's system (Excel, Word, and Windows operating system).
- Must hold a valid driver's license at the level necessary to operate vehicles in the performance of position responsibilities.
- Maintains thorough working knowledge of Cooperative Bylaws, policies, procedures, and safety manual.
- Must be able to attend periodic seminars, training programs, conferences, civic and professional events.

Physical Demands

- Frequently operates standard office machines to include computer, copy machine, and fax.
- Frequent use of office machines requiring touch and vision.
- Work environment is 100% indoor in normal office conditions.

IMPORTANT: This position description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment. Management reserves the right to change position descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.

Choctaw Electric Cooperative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Choctaw Electric Cooperative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.