



POSITION DESCRIPTION

Title: *Office Manager*
Department: *Management*
Reports To: *General Manager*
FLSA Status: *Exempt*
Employment Status: *Regular Full-Time (40 hours/week)*

SUMMARY:

This position is responsible for providing financial expertise and advice to the leadership team and the Board of Directors.

OBJECTIVES:

Must possess excellent organizational, communication, leadership and negotiation skills. Must possess advanced proficiency in computer knowledge. Established proficiency in financial analysis and accounting is required. The ability to interact effectively with employees, members and the public as well as the ability to supervise and lead effectively in a team environment required. Must continually keep informed of changing technology to properly perform the objectives of this position. Must meet to the satisfaction of the Cooperative any job related written, verbal or physical tests as may be required by the Cooperative.



ESSENTIAL RESPONSIBILITIES:

- ❖ Comply with established safety and/or operating rules, procedures, and guidelines; and be responsible for co-workers under his/her guidance.
- ❖ Work with auditors to schedule the annual audit. Provide necessary information so they can successfully perform an annual audit. Also provide information needed for auditing firm to complete Form 990 plus other tax forms if such forms are not completed by cooperative personnel.
- ❖ Maintain an appropriate system of accounting controls as they apply to accounting software applications, internal audit, payroll, accounts payable, accounts receivable and other functions that interrelate with the finance function.
- ❖ Ensure that adequate financial and accounting systems are maintained for the production of internal management reports necessary to support appropriate business decisions. Also, maintain systems to provide external reporting as needed including all regulatory financial filings.
- ❖ Prepare the office department budget and coordinate/prepare the cooperative budget. Supervise the preparation of a detailed purchased power analyses by source utilizing future budgeted rates as provided by power suppliers.
- ❖ Acquire and maintain an excellent knowledge of electric utility industry, U.S. economy, and other trends that can be used when preparing financial forecasts and making financial recommendations.
- ❖ Develop long range cash requirements and a debt portfolio strategy consistent with the risk tolerance approved by the Board of Directors. Ensure adequate short-term cash and maximize investment income.
- ❖ Develop and maintain excellent working relationships with RUS, CFC, CoBank, local banks, and other financial service providers.
- ❖ Develop and recommend the appropriate balance sheet position to satisfy financial, member service, and construction goals. Ensure that financial goals regarding financial position are attained through proper working capital, equity policy, capital credit policy, and capital expenditure plans.
- ❖ Monitor cash flow including construction loan funds and determine when a construction loan application should be completed. Coordinate the loan application



process by gathering or completing documents as required by the RUS GFR (General Field Representative) or other entity.

- ❖ Assist consultants in preparation of rates studies and recommend changes in rates when needed. This includes maintaining an analysis of power purchased by source on a monthly basis.
- ❖ Oversee payroll and human resource functions of the office.
- ❖ Prepare monthly financial statements for MRE and SGA board meeting.
- ❖ Prepare the financial section of the annual report for MREC and SGA.
- ❖ Perform all necessary staffing, wage administration, benefit administration, and other supervisory functions of the office.
- ❖ Work with software provider (currently NISC) and other consultants and vendors that provide necessary products and services to the cooperative ensuring that computer software/hardware is efficiently used.
- ❖ Encourage department employees to seek and utilize educational opportunities that will help them become more efficient in their job performance.
- ❖ Approve department purchases and submit invoices for payment.
- ❖ Prepare weekly updates relating to the accounting of the cooperative.
- ❖ Work with insurance company on renewals, claims, and all other correspondence requested.
- ❖ Annually complete forms by March 31st listing current property valuations to the Montana Department of Revenue to be used in computing annual centrally assessed property taxes. Verify the valuations of any cooperative utility property that has been added/retired from the previous year.
- ❖ Complete the annual CFC compliance survey on-line.
- ❖ Perform any other duties as may be assigned by the General Manager.



KEY COMPETENCIES:

- ❖ **Member Focused:** Enjoys helping others, is friendly, listens and responds promptly to member concerns and complaints, and follows through to ensure commitments are met. Manages difficult or emotional member situations. Solicits feedback to improve service.
- ❖ **Problem Solving:** Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Generates creative solutions, develops innovative approaches and ideas, and demonstrates attention to detail.
- ❖ **Project Management:** Develops project plans, coordinates with others, communicates changes and progress, and completes projects on time and on budget.
- ❖ **Technical Skills:** Pursues training and development opportunities to continuously build knowledge and skills and shares expertise with others. Proficient with personal computer, software, and audio visual equipment.
- ❖ **Communication Skills:** Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, and participates in meetings.
- ❖ **Written Communication:** Writes clearly and informatively, edits work for grammar, and spelling, and varies writing style to meet needs.
- ❖ **Teamwork:** Exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team, and supports everyone's efforts to succeed.
- ❖ **Leadership:** Inspires and motivates others to perform well, includes appropriate employees in planning and decision-making, takes responsibility for employee activities, makes self-available to employees, develops employee skills and



encourages growth, gives appropriate recognition to others, and continually works to improve work environment and leadership skills.

- ❖ **Ethics:** Treats people with respect, keeps commitments, and accepts responsibility for own actions, inspires the trust of others, works with integrity, and upholds organizational values.
- ❖ **Confidentiality:** Uses discretion and maintains confidentiality in sensitive and personal matters related to the function.
- ❖ **Organizational Support:** Follows policies and procedures, supports company goals and values, promotes a harassment-free environment, supports affirmative action, and respects diversity.

RELATIONSHIPS:

Internal

- ❖ **General Manager:** To request and provide advice and assistance as required. To seek necessary approvals and keep informed of policies and procedures.
- ❖ **Staff:** To provide advice and assistance on budgeting, wage and salary plan, federal and state compliance, performance appraisals, position descriptions and specifications, counseling and other staff management areas.
- ❖ **All Marias River Electric and Shelby Gas Association Employees:** Provide advice, assistance and motivate employees in the delivery of exceptional service (product service and member service). To encourage the exchange of ideas for improving service; to listen to and learn from.

EDUCATION:

A bachelor's degree in business administration, accounting or finance is desirable.



EXPERIENCE:

Five (5) years of progressive accounting/financial/supervisory experience or a combination of experience and education.

JOB KNOWLEDGE:

Primarily responsible for the planning, direction, coordination, review and monitoring of all financially related policies and procedures. This position directs short and long range financial plans and recommends changes based on the analysis and projection of financial position. In addition, ensures the proper utilization and internal control of cooperative assets. Staffs and leads the office, including the treasury, long range financial planning, cooperative capital credit, internal and external financial reporting for the financial analysis, accounting, accounts payable, fixed asset, payroll, corporate insurance, purchasing and tax functions. This position contributes to managing the rates and schedule of charges for the cooperative.



WORKING CONDITIONS:

Position requires occasional lifting/carrying and pushing/pulling of weights up to 20 pounds.

Must have the ability to operate or have the ability to learn how to operate various types of general office equipment including a computer, printer, telephone, facsimile machine, copier machine, and shredder.

Position requires sitting for long periods of time, the use of one or both hands, the use of fingers, and arm-hand steadiness.

Work is primarily inside with temperatures moderated by a heating and/or cooling system and some exposure to noise normally not exceeding that of standard office equipment.

Position involves occasional exposure to mechanical hazards and work at heights of no more than 10 feet.

Position may require travel, overtime, weekend and night work.

Certificates and Requirements:

Valid Montana Driver's License



PHYSICAL DEMANDS / ENVIRONMENTAL CONDITIONS

Demand	Frequency Example(s)
Standing	Occasionally stands to give presentations to employees and at meeting
Walking	Frequently walks about office
Sitting	Frequently sits at desk – six to seven hours per day
Lifting/ Carrying	Occasionally lifts and carries files or boxes of printed material up to 20 lbs.
Twisting/ Pushing Pulling	Occasionally pushes or pulls office equipment
Climbing/ Balancing	Heights of 10’ or less
Kneeling	Occasionally kneels to retrieve files
Talking	Frequently talks to other employees, directors and vendors
Hearing	Frequently listens to others speaking in person and on telephone
Communication	Frequently communicates with employees, directors and vendors
Visual Ability	Frequently uses visual ability to read printed documents and view computer screen
Bending	Occasionally bends to retrieve files
Gripping/ Grasping	Frequently grips pen to complete forms and sign documents
Other Physical Demands	N/A

Physical demands required to perform job duties.



ENVIRONMENTAL CONDITIONS

Condition	Examples
Exposure to Outdoor Conditions Extreme Cold Extreme Heat Precipitation	Not exposed to outdoor conditions
Low Visibility	N/A
Extreme Noise	N/A
Moving Parts	N/A
Electric Shock	N/A
High, Exposed Places	N/A
Radiant Energy	N/A
Exposure to Chemicals	N/A
Vehicular Traffic	Occasionally while driving company vehicles
CRT screens	View CRT screen six to seven hours per day
Slippery Conditions	N/A
Other Environmental Conditions	N/A

