



JOB DESCRIPTION FORM

Division/Department	Accounting and Finance
Location	Columbus General Office
Job Title	Vice President of Accounting and Finance/Chief Financial Officer
Reports to	President/CEO

Level/Grade <u>23M</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours _____ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Job Code <u>11</u>		

POSITION DESCRIPTION

The Vice President of Accounting and Finance has oversight responsibility for all dimensions of accounting and finance operations, e.g., finance, accounting, payroll, risk management, billing, customer service, purchasing and stores. This position has primary responsibility for fiscal stewardship. This position must be skillful in coordinating the various operational functions and continually communicate the need for strong integration of the various divisions in order to achieve the District's mission.

EDUCATION AND EXPERIENCE

- Bachelor of Science Degree
- CPA preferred, not required
- At least five years of management experience
- Maintain a valid Nebraska driver's license with a responsible driving record

ESSENTIAL JOB FUNCTIONS

- Provide supervisory direction, guidance, coaching, and oversight for the recruitment, selection, orientation, and retention of a qualified accounting and finance operations workforce; prepare paperwork, regular feedback, and conduct meetings pertaining to the work performance of accounting and finance operations employees; review time sheets for accuracy and submit for processing; lead selection interviews for new hires and in-house transfers as needed
- Invest all District funds to obtain maximum returns in accordance with District policies and report directly to the board on such matters
- Prepare accurate financial reports based on timely and reliable data collected from numerous District-wide sources
- Prepare and maintain accurate and reliable financial records through regularly scheduled posting of journal entries and month-end closing procedures
- Function as the Deputy Treasurer of the Board as authorized and appointed
- Provide for the safety and security of all District records and assets
- Attend all Board meetings

NON-ESSENTIAL JOB FUNCTIONS

- Supervise accounting and finance support staff and personnel in all assigned areas
- Administer the risk management functions of the District
- Compile and prepare numerous reports, documents, and memoranda on a monthly, annual and historical basis
- Oversee compliance with record retention requirements for District records associated with the Accounting and Finance Department
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

WORK ENVIRONMENT

- Daily, frequent interruptions throughout the work period
- Regular, unexpected changes to timelines and deadlines, inducing unexpected time pressures
- Proficient use of personal computer
- Independent, decisive work initiative with flexible multi-tasking
- Maintenance of confidentiality on all work issues, despite public access to company information
- Ability to interact well with diverse types of people, especially irate and/or threatening customer
- Work autonomously in areas for which s/he is responsible, e.g., fiscal stewardship, investment decision-making, policy compliance, survey assessments, etc.

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		x		
11-15 lbs		x		
26-50 lbs		x		
51-75 lbs	x			
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision			x	
Color Vision			x	

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
				x

REACHING	Never	Occ	Freq	Cont
Out		x		
Overhead		x		
Low (below knees)		x		

CLIMBING	Never	Occ	Freq	Cont
Stairs		x		
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing		x		
Bending Over		x		
Carrying		x		
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping		x		
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing		x		

REVIEWED BY	NEAL SUESS	<i>Title</i>	PRESIDENT/CEO
APPROVED BY	NEAL SUESS	<i>Title</i>	PRESIDENT/CEO
DATE APPROVED	SEPTEMBER 1, 2008		
REVISED DATE	8-1-11, 11-20-13, 10-14-15, 10-31-17, 1-1-20, 11-7-23		