



## **JOB DESCRIPTION: Head Accountant**

<b>Reports To: Manager of Finance</b>	<b>Department: Finance</b>
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### **General Statement of Duties**

An Eastsound based, non-bargaining unit position responsible for developing, implementing recording, and managing accurate financial and managerial accounting systems and procedures consistent with Code of Federal Regulations Agriculture (RUS Form 7), Internal Revenue Code, Financial Accounting Standards Board, and Generally Accepted Accounting Principles (GAAP) for Orcas Power and Light Cooperative.

### **Primary Functions**

The principal function of an employee in this job specification is to oversee the accurate recording of all receipts and expenditures, maintain internal financial controls, assist with the management of cash flow, and prepare monthly, quarterly, and annual financial reporting documents. The primary function is also to supervise department professional staff in the day-to-day operations. In the “cooperative” spirit, the Head Accountant must interact effectively with other departmental employees, board members, outside auditors, members, investment and lending institutions, federal and state agencies, vendors and suppliers, and the public.

### **Level of Authority**

The work is performed under the direct supervision of the Manager of Finance, but extensive leeway is granted for exercising independent judgment and initiative. Depending on experience and knowledge, the Head Accountant performs duties with minimal supervision and exercises great care with respect to making accounting and financial reporting decisions within federal guidelines (RUS) and those policies and guidelines established by Orcas Power and Light Cooperative.

In the absence of the Manager of Finance, an employee in this position may temporarily assume full responsibility for the duties of the Manager of Finance.

### **Work Environment**

Work is primarily performed in a variety of general office indoor settings; however, travel to/from other offices, lending institutions, local vendors and training venues will be required. Some limited work may be performed outdoors under various conditions of weather.

<b>Essential Job Functions</b>
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- ☐ Responsible for the preparation and maintenance of a complete and systematic set of ledger accounts and subsidiary records. Provide complete and accurate financial records and reports in accordance with the Code of Federal Regulations for the Department of Agriculture Uniform System of Accounts (RUS), Internal Revenue Code, Financial Accounting Standards Board, GAAP and Government Accounting and Auditing Financial Reporting (GAAFR) standards.
- ☐ Develop, implement, and manage a managerial reporting system that will provide accurate, timely and complete financial and budgetary information to the General Manager, Board of Directors, Manager of Finance, department heads, and users of such data who evaluate or audit the financial condition of the cooperative.
- ☐ Assist the Manager of Finance in the supervision and development of professional departmental staff.
- ☐ Gain and maintain a thorough understanding of OPALCO's computer software and accounting systems.
- ☐ Responsible for the preparation of the monthly financial statements, trial balance reports and the consolidated annual financial reports (RUS Form 7).
- ☐ Ensure compliance with all federal, state and county requirements and preparation of all required forms and returns in a timely manner.
- ☐ Coordinate the preparation of the consolidated operating budget and departmental budget to actual documents.
- ☐ Assist with the management of cash flow requirements, along with mid-to-date-to-term investments. Coordinate short term needs with long-term objectives.
- ☐ Attend meetings, conferences, workshops, and training sessions at various venues.
- ☐ Review publications and audio-visual material to become and remain current on the principles, practices, and new developments in assigned work areas.
- ☐ Responsible for the coordination of the annual audit by the independent auditing firm, making sure all accounts are reconciled and year-end closing complete.
- ☐ Assist the Manager of Finance with the selection and maintenance process of employee insurance, benefits, and retirement through various insurance providers.
- ☐ Responsible for the purchasing function to procure services, materials, equipment, tools and supplies for engineering, operations, and technical services departments in accordance with cooperative policy.
- ☐ Maintain capital credit records, both active and inactive.
- ☐ Monitor accounting industry trends and propose modifications to accounting practices.
- ☐ Maintain organized records and files to comply with OPALCO's record retention and capital credit policies.
- ☐ Ensure OPALCO's Member Services Policies are followed with respect to accounting systems. Make suggestions for revisiting such policies as circumstances and conditions change.

- ☐ Perform all other related duties on an as needed basis, including grant support and tracking, accounts payable, purchasing, and payroll to maintain the effective functioning of the department and the cooperative.
- ☐ Respond and report to offices to support callouts and emergency situations on an as-needed basis.

<b>Required Knowledge, Skills, and Abilities</b>
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- ☐ Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- ☐ Ability to supervise, train, and develop professional support staff.
- ☐ Thorough knowledge of accounting methodology and standards for a cooperative.
- ☐ Thorough knowledge of laws and administrative policies governing utility cooperatives' financial practices, procedures and laws relating to RUS and CFC financing.
- ☐ Ability to work effectively with management, engineering, operations, crews, and vendors to anticipate the needs of the cooperative.
- ☐ Ability to maintain accurate records, interpret complex financial reports and records, analyze financial data, and determine appropriate accounting methods for control and reporting purposes.
- ☐ Ability to assist with the development of accounting methodology to control, report, and document long range planning practices.
- ☐ Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports.
- ☐ Ability to understand and follow oral and/or written policies, procedures, and instructions.
- ☐ Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- ☐ Thorough knowledge of standard office practices and procedures, as well as the ability to use standard office equipment, including personal computer using standard or customized software applications appropriate to assigned tasks.
- ☐ Ability to be flexible, organized, decisive, and take the initiative in problem solving.

<b>Desired Distinguishing Characteristics</b>
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- ☐ Ability to use logical and creative thought processes to develop solutions according to written specification and/or written/oral instructions.
- ☐ Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- ☐ Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- ☐ Integrity, ingenuity, and inventiveness while performing required and/or assigned tasks.

<b>Acceptable Experience and Training</b>
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- ☐ Graduation from an accredited four-year college or university with a bachelor's degree or equivalent in accounting is required; and
- ☐ Experience in accounting (seven years or greater);
- ☐ Must have or be able to quickly acquire knowledge of the Code of Federal Regulations Agriculture (RUS Form 7) accounting.
- ☐ Verifiable supervisory experience of a team of professional support staff.
- ☐ Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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- ☐ Must possess a current designation as a Certified Public Accountant.
- ☐ Must have or be able to obtain a valid CPA license in the state of Washington.
- ☐ Must have or be able to obtain a valid Washington State driver's license.
- ☐ Must acquire and maintain a first aid/CPR card

<b>Essential Physical Abilities</b>
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- ☐ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with management, consultants, and other employees in person or over the telephone and radio.
- ☐ Sufficient vision, with or without reasonable accommodation, which permits the employee to read reports, printouts, numeric data, and a computer screen.
- ☐ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer, related equipment, and access files.
- ☐ Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and, on occasion, sit for extended periods of up to an entire shift.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Foster Hildreth, General Manager