

Business Manager
DAKOTA VALLEY ELECTRIC COOPERATIVE
Edgeley, ND

1 - NATURE OF WORK:

Under the general direction of the General Manager, the Business Manager provides management and direction of financial and business administration activities for the cooperatives' business department. The business manager is involved in complex work in the areas of accounting, customer billing, investing, financing, human resources and benefit administration, and various reporting functions. This position participates in the formulation and enforcement of cooperative policies, standards, and specifications. Exercises a high degree of decision-making that involves interpretation and application of cooperative policy along with analysis of fact and circumstance. The business manager has regular contact with other cooperative staff, personnel with affiliated associations, consultants, contractors, and customers requiring considerable tact and diplomacy. This position works in an office environment and occasionally engages in light physical exertion.

2 – EXAMPLES OF WORK, DUTIES AND RESPONSIBILITIES:

- Manages the staff within the cooperative's business department and is responsible for the overall performance of the business department. Coordinates work activities of department employees and motivates business department personnel. Maintains overall responsibility for the development, evaluation, training and preparation of personnel for efficiency in current positions and advancement within the department. Conducts regular informational department meetings.
- Maintains the cooperative's accounting and billing system to ensure compliance with RUS, Federal, and State guidelines and regulations, and adherence to board-approved financial policies. Establishes, evaluates and reviews financial procedures on an ongoing basis.
- Maintains an appropriate system of accounting controls as applies to accounting software applications, internal audits, payroll, accounts payable, accounts receivable, and other functions which interrelate with the department.
- Prepares and administers all RUS and supplemental lender loan applications. Supervises the maintenance of all loan fund records and requisitions funds. Supervises principal and interest payments on the due date as set forth in each loan agreement. Communicates with RUS, CFC, CoBank and other financial institutions concerning debt activities. Prepares or supervises the preparation of work order inventories and special equipment summaries for submission to lenders.
- Manages the preparation and reviews loan documents for economic development loans and coordinates loan financial transactions.
- Develops the annual budget and assumptions list and prepares the 10-year Financial Forecast for the Cooperative.
- Develops, maintains, and reports on proper cash management programs. Invests funds daily in accordance with accepted procedures.
- Coordinates and consolidates the Cooperative-wide annual budgets and analyzes overall financial positions. Establishes and maintains an on-going tracking system for expenditures and revenues and provides each department with monthly budgeted expenses compared to actual.

- Verifies the completeness and accuracy of the cooperative's and subsidiary's accounting and billing work. Prepares or supervises the preparation of the monthly Form 7 reports and reviews Form 7 information with management and the board at regular meetings.
- Monitors and performs spot verification checks to ensure that purchases are duly authorized by all the cooperative's departments.
- Reviews account receivable contracts to verify information and arrangements.
- Reviews the reconciliation of cooperative's bank statements.
- Verifies the accuracy of the Central Power monthly power bill to the cooperative.
- Periodically reviews large power account readings for accuracy and performs oversight of the separate process of custom billing for certain specific large accounts. Maintains a schedule for billing rate changes and appropriately reviews that information with billing and office supervisor personnel.
- Verifies the timely update of billing software to incorporate current rates and customer contract arrangements.
- Assures the accurate preparation and timely filing of all tax reports including federal and state unemployment, state Distribution tax, FICA tax, federal Form 990's, and ND tax Form 40.
- Oversees the preparation of all information for the cooperative and subsidiary annual audits. Coordinates and consults with the auditor as necessary regarding the audit and accounting procedures.
- Reviews and recommends property and liability insurance levels for appropriate coverage. Maintains appropriate insurance coverage. Directs the preparation of property and liability insurance claims to ensure reimbursement of property and casualty losses.
- Manage implementation of business computer hardware and software. Coordinate upgrades of business hardware and software with NiSC and other vendors. Recommend to management changes in business hardware, software or other office equipment.
- Coordinates, develops, and supervises a systematic filing and retention system for all Cooperative records. Supervises the appropriate handling of permanent personnel records and limits access to personnel records to include only the General Manager, the appropriate department manager, and the designated human resources employee.
- Coordinates with the General Manager to conduct an annual compensation survey for determining compensation adjustments for cooperative positions.
- Conducts statistical analysis and makes recommendations to the General Manager concerning the fiscal status of the Cooperatives and subsidiaries.
- Oversees and conducts special cost studies and financial analysis as requested by the General Manager or the Cooperatives' boards.
- Assists with Cooperative activities and functions, including membership meetings.
- Performs other tasks as may be assigned.

3 - INTERNAL RELATIONSHIPS:

Other Employees, and especially the cooperative management team - Provides and acquires information and assistance necessary to assure the achievement of department and cooperative goals.

4 - EXTENAL RELATIONSHIPS:

- RUS - For exchange of information and assurance that cooperative meets requirements.
- Financial Community (CFC, CoBank, local banking institutions) - For exchange of information and development of relationships.

- NRECA - For exchange of business practices, association, employee benefit, and dues information.
- Statewide - For exchange of business practices, association, and dues information.
- Central Power, Basin Electric and Western Area Power Administration - For exchange of financial, rate, human resources, billing, and planning information.
- Member/Owners - For carrying out business functions of the cooperative.
- Vendors - For information on equipment and invoices.

5 - POSITION REQUIREMENTS:

- **Required Education / Experience**
 - Bachelor's degree in a business-related field from an accredited college or university.
 - May substitute required education with a minimum of 10 years relevant experience.
 - Knowledge of basic administration & accounting procedures.
 - Ability to communicate effectively both orally and in writing.
 - Possession of a valid ND Motor Vehicle "Class C" driver's license.
- **Preferred Education / Experience**
 - Experience in the electric utility industry.
 - Knowledge of the RUS System of Accounts.
 - High level of analytical, proofreading & organizational skills.

6 - PHYSICAL DEMANDS:

Work is in a controlled office environment. Regular travel required. Required to lift boxes of copy paper and supplies (approximately 40-50 lbs.). Required to talk to and with the public, customers, employees, auditors, and bankers. Required to sit at a desk for extended periods and use hands and fingers to handle the telephone, computer, and to write. Vision abilities require the skill to review documents, accounting devices, and reports.

7 - REPORTS TO: General Manager

8 - DIRECTS: Business department employees and consultants