

TITLE: Controller
DEPARTMENT: Finance and Accounting
FLSA DESIGNATION: Exempt
REPORTS TO: Chief Financial Officer

DATE: July 2025
TITLE GRP: Professional
JOB CODE: 33-2121

JOB SUMMARY: Assists in managing the finance and accounting of the Cooperative, its subsidiaries, and managed companies in an effective and efficient manner so as to achieve the corporate objectives and policies, minimize fiscal exposure of the Cooperative and its subsidiaries, and ensure the availability of funds necessary for continuous operation. Oversees the monthly closeout activities and oversees the preparation of financial statements for all managed companies and other companies as directed. Acts as assistant to the Chief Financial Officer and performs the day-to-day duties in the absence of the Chief Financial Officer. Assists in managing and supervising the employees in the development of organizational programs involving budgets and finance and accounting work of the Cooperative.

ESSENTIAL FUNCTIONS:

1. Supervise, hire/recommend termination/promotion of staff in the Accounting and Finance department.
2. Prepare and analyze preliminary closeout reports as needed.
3. Prepare, oversee the preparation, and post journal entries for the general ledger for all companies.
4. Assist and oversee accounts payable functions.
5. Assist and oversee plant accounting and inventory functions.
6. Determine the propriety of account, department, and activity code numbers for journal entries and accounts payable.
7. Assist in coordinating the closing of accounts payable, payroll, transportation, work order, and fixed assets systems.
8. Prepare monthly cash transaction reports and financial statements for managed companies and attend board meetings as the accounting representative if necessary.
9. Assist with preparation or review of the reconciliation of subsidiary ledgers with general ledger control accounts including material inventory, accounts receivable, and accounts payable.
10. Assists in processing monthly close out of general ledger.
11. Oversee the preparation and distribution of department actual as compared to budget reports.
12. Oversee the preparation of monthly sales tax reports.
13. Oversee the preparation of quarterly franchise tax remittance.
14. Prepare financial analysis as needed.
15. Assist and oversee preparation of 1099 reports for all companies.
16. Assist in the preparation of all books and documents for the Cooperative Annual Audit, subsidiary audits, and other entities under contract with the Cooperative, as necessary.
17. Assist in the administration of the Drug-Free Workplace Program.
18. Assist in development of business plans and analysis for current and future subsidiaries or partnerships.
19. Assist and oversee reconciliation of bank statements.
20. Assist with preparation of Form 7 and subsidiary financial statements.
21. Assist with calculation of PCRF as necessary.
22. Coordinate bid/contract processes as needed.
23. Assist with special projects as required by the Chief Financial Officer or General Manager/CEO.
24. Prepare financial statements, bank reconciliations, and journal entries for related

subsidiaries.

25. Serve on various Boards as needed.
26. Process energy efficiency rebates.
27. Calculate special billing for commercial accounts per specific tariffs.
28. Perform annual patronage capital allocation and patronage capital retirement as needed.
29. Oversee preparation of unclaimed property reports and maintenance of unclaimed property records.
30. Oversee distribution and reconciliation of escheat funds.

EQUIPMENT USED:

- 10-Key calculator, computer, printer, copier, fax machine, multifunctional telephone system, WAN/LAN, typewriter, and organizational vehicles.

OTHER IMPORTANT DUTIES:

- Represent the Cooperative at professional, social, and community activities; manage special activities as assigned by the General Manager/CEO.
- As necessary to perform assigned job in an emergency situation, or as necessary for the conduct of training, will be required to enter member/customer's property.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in electric cooperative organization preferred
- Must have knowledge of generally accepted accounting principles, internal control concepts, and computerized accounting systems.
- Knowledge of and ability to interpret and apply local, state, and federal policies, procedures, rules, regulations, and laws relating to the administration and management of electrical distribution systems and related subsidiary operations.
- At least two years in a responsible supervisory position.
- Skill in developing subordinate managers and technical staff.
- Ability to manage diverse staff; create and maintain a working environment conducive to effective and efficient operations.
- Ability to prioritize, manage, and successfully complete multiple tasks simultaneously.
- Knowledge of electric utility and private industry accounting required.
- Ability to move about and within multi-level office buildings.
- Ability to lift computer generated reports and other accounting records weighing up to 30 pounds.
- Ability to research, investigate, analyze, and interpret rules, regulations, procedures, and guidelines governing fiscal reporting procedures.
- Ability to communicate effectively and efficiently, both orally and in writing, with a diverse group of people and personalities; requires a high degree of interpersonal skills.
- Ability to meet strict deadlines.
- Ability to quickly and accurately interpret and process large amounts of regulatory and contractual information and numerical data.
- Ability to travel intra/inter-state as necessary for the conduct of training.
- Ability to operate an organizational vehicle in accordance with all applicable traffic laws.

REQUIRED EDUCATION DEGREES, CERTIFICATES, AND/OR LICENSES:

- Four-year degree from an accredited college/university with a degree

- in Accounting/Finance. CPA certification preferred
- NRECA Supervision Management Certificate required. In the absence of the NRECA Supervision Management Certificate, continued participation in the Certificate training program is required.
- Two years' management experience
- Valid Texas driver's license or ability to obtain license prior to employment. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.
- Ability to obtain security clearance as needed to access governmental facilities.
- All required certifications or licenses must be submitted to the Human Resources Department fifteen workdays prior to expiration.

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.