**Kentucky Municipal Energy Agency**

**Position: Vice President, Finance and Accounting and Chief Financial Officer**

# Department: Finance and Accounting

**JOB SUMMARY:**

Directs and manages the Agency’s treasury, cash management, banking, investments, and debt financing functions and oversees accounting activities. Directs and manages short-term and long-term financial modeling functions of the Agency in coordination with the Planning and Rates department. Oversees the development of the Agency’s annual operating and capital budgets. Assists the President & CEO in the development and implementation of policies, procedures and programs to ensure protection of the assets of the Agency and to fulfill the Agency’s goals and objectives.

**RESPONSIBILITIES**:

1. Key Advisor to President & CEO
   1. Recommends, develops and implements policies, procedures and initiatives to fulfill the Agency’s goals and objectives as outlined in the Board’s Strategic Plan.
   2. Assists the President & CEO with policy related activities and participates in the development and implementation of policies and procedures regarding financial operations and accounting.
   3. Maintains professional relationship with financial community to include bond trustees, underwriters, bond counsel, bondholders, rating agencies, financial advisors, outside auditors and banking institutions, and overall responsibility for primary contacts with these entities.
   4. Attends all board meetings, regularly presents at those meetings and participates in board discussion.
2. Finance Department
   1. Directs and oversees treasury, cash management, banking, investments, and debt financing functions.
   2. Coordinates and directs efforts to ensure compliance with regulatory agencies and Agency policy and practices.
   3. Controls all Agency securities and procures required financial resources for the Agency.
   4. Determines timing and size of various debt issues and debt structures.
   5. Assures the Agency’s investment portfolio follows investment guidelines and investment limits by developing, designing, implementing, and administering the Agency’s investment program to promote an optimal risk-reward ratio.
3. Accounting Department
   1. Coordinates and directs efforts to ensure compliance with GAAP, regulatory agencies and Agency policies and practices.
   2. Monitors the financial condition of the Agency by developing, implementing, and directing sound accounting practices and accumulating, summarizing, and reporting financial results to the president & CEO, management staff and others.
4. Payroll and Retirement Administration
   1. Ensure processing of bi-weekly employee payroll payments
   2. Provide oversite on 401(a) and 457(b) retirement plan.
5. Financial Modeling and Budgets
   1. Directs and manages the short-term and long-term financial modeling functions of the Agency. Oversees the development of the Agency’s annual operating and capital budgets.
   2. Ensures adequate resources for the financial operations of the Agency by directing and managing the development and monitoring of short-term and long-term financial models in coordination with the Planning and Rates department.
   3. Designs and implements the necessary systems and procedures for analyzing budget and other financial data.
   4. Ensures Agency expenditures are within acceptable limits by directing and managing the development and preparation of the Agency’s operating and capital budgets.
6. Middle Office Functions
   1. Perform credit analysis and counterparty monitoring.
   2. Perform credit exposure monitoring and management.
   3. Conduct credit negotiations.
   4. Prepare credit reports.
   5. Assist in master agreement negotiations.
   6. Perform trade capture and validation.
   7. Ensure Dodd-Frank compliance.
7. Back Office Functions
   1. Perform bilateral power and transmission settlements
   2. Perform natural gas and transportation settlements.
   3. Perform RTO/ISO and BA settlements
8. Special Projects
   1. Other activities as assigned

**EDUCATION AND EXPERIENCE:**

1. Bachelor Degree in business, finance, economics, or related field.
2. Master of Business Administration preferred.
3. CPA preferred.
4. Ten years of utility experience preferred.
5. Travel is periodically required.

**REPORTS TO**: President and CEO

**SUPERVISES:** Accountant

*This job description does not constitute an employment agreement between the employer and employee.*