



## Employee Desk Description

**Incumbent:** Vacant

**Position Title:** Manager/Director Administrative Services & Finance

**Position Reporting To** Executive Director

**Date Written or Revised:** November 17, 2008

**Reviewed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **SUMMARY**

(Overview of this position, its primary purpose. Big picture, two sentences)

As a member of NWPPA's management team, the Manager/Director Administrative Services & Finance is responsible for the supervision of all administrative services. The Manager/Director Administrative Services & Finance establishes the overall financial plans for the Association, along with accounting practices and manages relationships with the financial community. S/he is responsible for the NWWH service and supports the education, legislative, and communication activities of the Association. This position acts as the office manager in the absence of the Executive Director.

### **ESSENTIAL RESPONSIBILITIES**

**Task:** Provides overall supervision and guidance for the accounting and finance functions of the Association. 35%

**Purpose/Reason:** Ensure the Association is a financially viable organization with the financial resources available to meet the needs of its membership.

1. Analyze, implement and operate financial accounting systems.
2. Analyze and record the financial transactions of the cooperative.
3. Manage the accounting cycle through financial statement preparation and reporting results to the management team and Board of Trustees.
4. Review and place into effect all GAAP accounting directives as they apply to NWPPA and ensure their compliance.
5. Act as liaison to the external auditors and manage the audit process.
6. Manage the annual budget process and report on variances to the management team and Board of Trustees.
7. Analyze needs, negotiate, and administer all financing arrangements.

8. Provide for appropriate systems for billing member and non-member customers.
9. Make regular projections of NWPPA's financial performance including long range financial planning.
10. Secure credit for NWPPA and make recommendations for enhancing NWPPA's credit worthiness.
11. Develop and maintain effective working relationships with local and national banking institutions to support ongoing operations and enhance NWPPA's financial and credit standing.
12. Develop and maintain good relations with the financial community.
13. Manage work of consultants as required.

**Task:** Direct and efficiently coordinate general office activities and supervise general office staff. **35%**

Purpose/Reason: To maintain an office staff, information systems, office space, and supplies which provides resources and support services to the Association's education, legislative, communication, and member services.

1. Manage office staff to support the needs of NWPPA's staff and its members
2. Select, implement, and maintain information systems including hardware and software to ensure the Association has an efficient, reliable system to conduct the Association's business.
3. Select, implement, and maintain hardware and software allowing easy access to common files, programs, and information so staff can effectively work in and out of the office.
4. Select, implement, and maintain hardware and software which ensures the Association can conduct business with its members, assist in the management of information, provide tools for communicating, improve staff efficiency, allow for integration with Web-site, Association management, e-business, and ensure proper accounting and financial reporting.
5. Maintain the headquarters and building systems of NWPPA in order to provide a comfortable work environment for employees.
6. Ensure NWPPA has the tools and supplies needed by staff to provide our members with the services they need. Oversee purchasing of the supplies and equipment necessary to operate NWPPA while practicing prudent decision making and cost effectiveness.

**Task:** Manage the Associations Northwest Wage and Hour committee. 10%

Purpose/Reason: Manage the activities of the NWWH group and ensure this subscription service provides a great value to the subscribing members while meeting its financial targets.

1. Manage and coordinate three to four user group meetings and one annual meeting per year. Ensure the meetings are planned with appropriate topics based on members needs.
2. Manage and assist the NWWH committee in setting the locations, dates, and topics to be discussed and taught at the meetings
3. Collect, compile and publish a monthly *Labor Relations* report.

**Task:** Assist with NWPPA projects as assigned. 20%

Purpose/Reason: Current projects which have been assigned include WECC/NERC reliability standards matrix, and Westwide Model.

### **EXTERNAL CONTACTS**

(Who you talk to, work with....who are not NWPPA employees. Describe types of contacts rather than identifying actual people – “Trucking companies; to arrange shipments.”)

**Contact:** Board of Trustees

Reason for contact: At the request of the Executive Director, only during Board meetings to report on areas of responsibility. Any other contact with the Board of Trustees or General Managers of member utilities shall be reported to the Executive Director.

**Contact:** NWWH committee members

Reason for contact: Manage and coordinate the activities of NWWH functions.

**Contact:** NWPPA members

Reason for contact: As assigned by the Executive Director, to act on behalf of the Association or to facilitate a meetings or training opportunities.

**Contact:** Federated Insurance – Monty Reher and Brown and Brown – Collette Adams

Reason for contact: General Liability Insurance and Director and Officer Insurance.

**Contact:** National Rural Utilities Cooperative Finance Corporation

Reason for contact: Long term debt for the Building and land.

**Contact:** Building maintenance and contracting companies

Reason for contact: Repair and maintenance of the building and its systems.

**Contact:** Region and state-wide organizations

Reason for contact: Work with regional stakeholders on projects benefiting NWPPA members.

**KNOWLEDGE AND SKILLS**

(Education and skills required to successfully perform this job.)

1. Bachelor’s degree in Business Administration, Accounting, or related field.
2. Minimum of five years experience in general and/or utility accounting, including budgeting concepts, activity based costing, financing experience.
3. Excellent oral and written communication skills, planning and organizing skills.
4. Excellent interpersonal skills.
5. Previous supervisory experience.
6. Proficiency with personal computers including spreadsheet, word processing, association management, and accounting software.
7. Passing company required physical exam.

**PHYSICAL REQUIREMENTS**

N=Not Applicable  
S=Seldom (1-10%)  
O=Occasional (10-30%)

F=Frequent (30-70%)  
C=Constant (over 70%)

Frequency:

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F	Sitting	S	Climbing Stairs
O	Standing	S	Bending at the Waist
O	Walking	S	Twisting at the Waist
O	Driving	S	Kneeling/Squatting
S	Lifting (50 lbs.)	S	Crawling
S	Carrying (30 lbs.)	S	Reaching Above the Shoulder
S	Pushing/Pulling	F	Repetitive Arm/Hand Movements

**(Estimate Frequency over the course of a year)**