



Position: Chief Financial Officer

Function: The prime objective is to provide specialized skills and knowledge to maintain and assist in the administration of the cooperative's Financial and Corporate Services. Experienced level of professional analyst work. Works in one or more areas of financial, business or budget analysis under the direction of management. Duties include research, selection, and compilation of financial data from multiple sources, such as sales, accounting, public sources or vendors and subsequent analysis of that data to produce business information used to support decisions. May verify the accuracy of data. Typically requires a bachelor's degree in business or related degree with 3+ years of experience or a master's of business administration.

Reporting Relationships and Supervisor Responsibilities:

Reports to: General Manager

Responsible for: Billing Supervisor, Accounting Clerk, Payroll Clerk, Work Order Clerk, Customer Service Representatives.

Carries out supervisory responsibilities in accordance with the Cooperative's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, up to and including termination; addressing complaints and resolving problems.

Responsibilities and Authorities:

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following:

1. Supervises and responsible for: Work Order Accounting, Payroll Accounting, General Ledger, Other Accounts Receivable and Billing.
2. Responsible for all required financial and tax reporting.
3. Conducts special studies to analyze complex financial actions and prepares recommendations for policy, procedure, control, or action.
4. Provides interpretation of financial policies, governmental legislation, accounting

theory, or customer financial regulations.

5. Analyzes financial information to determine present and future financial performance.
6. Identifies trends and recommends improvements accordingly.
7. Evaluates complex profit plans, operating records, and financial statements.
8. Directs preparation of studies, reports, and analyses in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, cash flow projections, and business forecasts.
9. Interprets and applies corporate financial policies, government legislation, and accounting theory.
10. Establishes databases of pertinent information for use in analyzing future plans and forecasts.
11. Makes recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies.
12. Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations regarding financial plans, new business planning, trended future requirements, government requirements, and operating forecasts.
13. Researches and prepares economic reports on subjects such as rate of return, depreciation, working capital requirements, investment opportunities, investment performance, and impact of governmental requirements.
14. Assists organization's Accounting Clerks in the development of the budget, planning, and other corporate financial requirements.
15. Works on assignments that are moderately complex in nature where judgment and analysis are required in re-solving problems and making recommendations. Insures that all details of a task are accomplished properly.
16. Other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/ Knowledge:

Possesses all basic and some advanced skills and knowledge. Has a thorough understanding of the total process flow.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Ability:

Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity analysis.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Personal Competencies:

Sets good examples for others, good role model. Participates in continuous improvement efforts. Considers the impact on the customer when making decisions. Uses judgment and tact.

Computer Skills:

Microsoft Office. Ability to adapt to industry specific software.

Education:

Bachelor's degree in business or related degree with 3+ years of experience or a Master of Business Administration degree.

Physical Requirements/Working Conditions:

The employee is required to sit for extended periods of time. Work is varied and will be both inside and outside. A valid driver's license is required. Must have excellent verbal and written communication skills. Travel to meetings/training is required. Some weekends and night-time work is required. Must possess ability to speak and interact with individuals and/or groups. Must be self-motivated and have the ability to work independently. Must be a quick thinker and have the ability to readily solve problems and render immediate decisions. Must have the ability to operate 10 key, computer and related equipment.

Other Information:

This job description is not intended to be all inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Highline Electric Association reserves the right to

revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Compensation:

The salary for this position ranges between \$14,180.02-18,568.47/month based on qualifications, operational needs and other considerations permitted by law. The range may vary above and below the stated amounts, as permitted by Colorado Equal Pay Transparency Rule 4.1.2.

Approved: _____

Date: _____

(General Manager)

Word: Chief Financial Officer, July 2026