

ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION
JOB DESCRIPTION

TITLE: Manager Finance and Member Services

DEPT: Member Services & Finance

FMLSA: Exempt

REPORTS TO: Executive Vice President / General Manager

Albemarle Electric Membership Corporation (AEMC) is an electric distribution cooperative that serves approximately 13,000 members in five counties located in northeastern North Carolina. AEMC strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

Job Summary: The Manager of Finance & Member Services is responsible for ensuring the smooth efficient running of both the Member Services and Finance Departments at AEMC. This employee will perform a diverse set of job duties including but not limited to the supervising, training, coaching, and scheduling of all finance employees and overseeing the Supervisor of Member Services and employees. They will ensure that all decisions made in their departments follow the set policies and procedures of AEMC. They will ensure that the cooperative's financial records are kept current and accurate utilizing accepted accounting practices including requirements set forth by the Uniform System of Accounts-Electric (RUS), CFC, and the cooperative's CPA. They will ensure that the Members Services department are providing superior quality customer service. This position requires confidentiality and discretion along with good ethical judgement when making decisions that will affect the Cooperative, employees, and members.

Supervisory Responsibilities: All employees in the Member Services and the Finance departments.

Duties / Responsibilities:

1. Coordinate, supervise, and delegate tasks within the Finance department and with the Member Services Supervisor.
2. Provide the Member Services Supervisor with support and guidance when necessary and being a back-up when they are absent. Also be the back-up for all Member Services employees in their absence or when required due to business needs.
3. Be able to completely fulfill the duties of all finance employees in their absence.
4. Perform supervisory duties in accordance with AEMC policies and applicable laws. Such duties should include but are not limited to scheduling time off, appraising performance, suggesting wage and salary adjustments, hiring, training, assisting with work issues, resolving conflicts, addressing discipline, and boosting morale.
5. Administer all AEMC policies, rules, practices, procedures, and guidelines to their departments. Recommend and implement approved changes to current polices and protocols as needed by studying current activities, keeping abreast with current trends and changes.
6. Must maintain high business ethics and regard all information as highly confidential.
7. Ensure the accuracy and completion of journal entries, invoice account postings, end-of month entries to the general ledger, and year-end reports.
8. Act as the contact person and liaison for all banking needs, ensuring bank balance, loans, checks and deposits are accurate. Be a signature holder for all financial accounts.

9. Develop and maintain departmental budget to ensure that the objectives of the department are met.
10. Responsible for the accuracy and completion of all reports, audits, regulatory studies, restoration contracts and government agency reporting. Collaborating closely with auditors, government officials and team members.
11. Ensure the accuracy and completion of the quarterly taxes and all end-of-year reporting to include but not limited to 940, 941, 1099s, 1096s, W-2, W-3, 1094s and 1095s.
12. Promptly inform Executive Vice President/General Manager of any financial overages/shortages or discrepancies as well as any other personnel or operational exceptions so that corrective actions may be taken.
13. Approve submitted items from the subordinates as needed for department expenses and invoices, monthly journal entries, interest, insurance, payroll taxes, power bill, labor and leave distributions, depreciation, and other items as needed.
14. Develop a close working relationship with other department heads.
15. Have an active role in all emergency restoration situations that may include working in all weather conditions including around-the-clock operations, and potentially stressful situations that require the management team to respond in a calm, effective manner. Must always be accessible as a senior member of the management team.
16. As a member of the Cooperative team, you are expected to provide information and attend monthly Board of Director meetings, Annual Member Meeting, along with other company employee meetings which may include staff meetings, safety meetings, committee meetings, and other employee trainings as required by the General Manager.
17. Recommend and implement approved changes to current policies and protocols as needed by studying current activities, keeping abreast with current trends and changes.
18. All employees shall be trained in and familiar with all AEMC safety-related work practices, safety policies and procedures and other safety requirements. It is the employee's responsibility to participate and follow AEMC safety policies and procedures that include but are not limited to alcohol and drug testing, CPR and first aid training, May-day procedure, AEMC Emergency Action Plan, and other AEMC safety policies and procedures.
19. It is the employee's responsibility to work in a safe manner following the practices and procedures set by AEMC.
20. Participate in civic and community activities and assist with "Green" initiatives to promote the Cooperative as a community leader.
21. The employee may be asked to perform other related duties assigned by management that are not listed.

Skills / Abilities:

1. Bachelor's Degree (BA) in Finance, Accounting, or Business Administration is preferred. Experience and training may be accepted in lieu of education requirements.
2. Seven (7) years of experience in accounting or a related field is preferred. Four (4) years of progressive Cooperative experience in billing, finance, customer service, or related fields may be considered.
3. Three (3) to five (5) years' supervisory experience is preferred.
4. Must have a strong proficiency in computer skills to include Microsoft Office, Excel, along with the ability to learn other programs. Meridian experience is preferred but not mandatory.
5. Strong oral and written communication skills and the ability to multi-task while maintaining a strong and accurate attention to detail.
6. Must be able to report to work in all weather conditions, which may include around-the-clock operations. During emergencies and large-scale outage situations, this position must be able to provide calm and effective leadership during extended hours of duties.
7. This position must always be accessible by phone, which will be provided by the Cooperative.
8. All employees should have the ability to arrive at the Cooperative office within 45 minutes of a call being made by the management team in response to outages and/or emergencies.
9. Essential job functions will require the ability to read, write, verbally communicate accurately, and understand other's directives and responses.
10. Must have the physical and mental capability to complete tasks while sitting, walking, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing, and may be required to lift up to 25 pounds occasionally.
11. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Note: This job description is not intended to be all-inclusive. All employees may be asked to perform other duties as needed to meet the ongoing needs of the cooperative and its members.

Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.