

Operations Controller

Posted: November 29, 2021 | **Deadline:** December 20, 2021 5:00 PM CST

Job Type: Full-Time | **FLSA Type:** Exempt/Salary



Position Summary

Taylor Electric Cooperative, Inc. is seeking an Operations Controller to maintain legal and regulatory compliance for the Cooperative and become the subject matter expert on the Cooperative's current and forecasted financial position. This position requires the ability to process complex data and solve practical problems. The primary function of the Operations Controller is to manage compliance and interpret financial information on pricing, revenues, expenses and capital investment. As part of the core values, the Operations Controller must work well both independently and with a diverse team. An effective Operations Controller must have a strong knowledge of general accounting principles and maintain high integrity and confidentiality.

Education/Experience

- Bachelor's in accounting required
- Master's with an emphasis in accounting or finance preferred
- Three (3) or more years' experience with a cooperative, utility, or allied industry in the areas of accounting and financial analysis required
- Three (3) or more years' experience working closely with operations' personnel on project controls and compliance with company policies
- Intermediate knowledge and experience with financial data processing techniques
- Advanced Excel skills
- Advanced ERP skills, preferably SEDC-UPN or NISC

Certification/Requirements

- Certified Public Accountant preferred
- Must possess a current driver's license and have and maintain an insurable driving record
- CPR and First Aid Certification (on-job training provided)

Please see full job description below for further details.

Cooperative Overview

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. The cooperative serves the Big Country area with a strong business acumen, commitment to the community, and, above all, dedication to serving the membership.

How to Apply

Applicants may apply for this job by completing and returning an employment application to either office location or emailing HR_Personnel@taylorelectric.coop. Applications can be located on the Taylor Electric [website](#) or at either office location. Applications received after the deadline will not be considered. For more information call (325) 793-8539 or email HR_Personnel@taylorelectric.coop.

www.taylorelectric.com

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: Operations Controller

FLSA Status: Exempt

Job Codes: NRECA: 33-2351

Department: Finance & Accounting

Sub-department: n/a

Last Revised: November 2021

1. Objectives

- a. Maintain legal and regulatory compliance by researching, analyzing and communicating requirements.
- b. Manage the Cooperative's internal processes and procedures to ensure efficiency by researching and resolving problems.
- c. Prepare meaningful analysis of the Cooperative's short- and long-term asset and liability position, its forecast for all major services the Cooperative offers, individually and on a combined basis.
- d. Utilize knowledge and skills to interpret financial information on pricing, revenues, expenses, and capital investment for the purpose of providing the CEO and their senior management with information needed for decision-making.
- e. Clearly communicate with internal groups and individuals through the application of effective financial reporting and data research practices.
- f. Successfully perform complex analytics to produce information easily understood by non-financial Cooperative personnel who use it to make decisions most beneficial to the Cooperative.
- g. Be the subject matter expert (SME) on the Cooperative's current and forecasted financial position.
- h. Build trust within the department and across Cooperative departments; maintain confidentiality.
- i. Perform all duties with the Cooperative's best interest in mind and aligned with its Core Values.

2. Essential Job Functions

- a. Compliance
 - a. Research industry and local regulations and standards.
 - b. Analyze and monitor the cooperative's policies, procedures and functions to find problem areas and recommend solutions for increased efficiency.
 - c. Perform cost benefit analysis related to new business opportunities including ROI thresholds and use results to guide recommendations.
 - d. Develop procedures to ensure compliance across all cooperative functions.
 - e. Conduct regular audits to identify potential weaknesses and noncompliance situations.
 - f. Communicate with employees to put procedures in place and ensure all departments remain compliant.
- b. Department Budgeting, Annual Operating Plans, Financial Forecasting
 - a. Prepare annual department non-power, non-labor controllable expense budgets, working directly with department heads to obtain well documented plans.
 - b. Prepare forecasted revenue by rate class for all major services the Cooperative offers.
 - c. Prepare forecasted power supply needs and costs.
 - d. Prepare Annual Operating Plan (AOP) by compiling department budgets and overall Cooperative revenue requirements based on assumptions gathered from CEO and spending authorities.
 - e. Develop upcoming year's AOP by month utilizing the Cooperative Board's approved Plan, in preparation for monthly forecasting; Replaced each forecast month with actual results as available.

- f. Prepare monthly "Income Flash" to create a current year adjusted forecast.
 - g. Utilize budget and AOP inputs for modeling base case and alternate scenarios, for the purpose of evaluating the financial implications in electric and fiber systems construction.
 - h. Develop and short-term and long-range financial forecasts for all major services the Cooperative offers, individually and on a combined basis.
 - i. Present forecasts regularly to assist CEO with key growth, spending, and infrastructure decisions.
- c. Rates
- a. Coordinate with Billing and Member Services Manager with a review of rate offerings, and potential changes for the purpose of electric and fiber rate maintenance and development.
 - b. Develop "typical residential" and "typical commercial" bill calculations, for Member Services use in communicating with membership.
 - c. Lead Cooperative cost-of-service studies.
 - d. Maintain the Cooperative's Tariffs; ensure compliance and present change recommendations as needed.
- d. Variance Analysis, Trends & Reporting
- a. Monitor actual results of financial data against plans, forecasts, and budgets, determines trends, and explain financial results to management.
 - b. Develop consistent, routine understanding of what the data is indicating (the "why" and the "what")
 - c. Determine existing data extract capability and develop efficient processes; guide others to perform independent, ad-hoc analysis.
 - d. Create financial models of "what if" scenarios for planning decisions in areas such as service "switchovers", cost/benefit/pay-back period analysis and potential new service offerings, to determine impacts to financial position.
 - e. Develop methods to gather off-system data used to develop key metrics for departments, utilized for performance evaluation; identify questionable data and employ techniques to verify accuracy.
 - f. Analyze and document processes in a way that can be easily followed by others in the department; recommend changes in processes and in policies; implement approved changes.
 - g. Conduct advanced custom research projects; apply complex techniques, creating reports and graphical presentations to make easy to understand presentations.
 - h. Develop, maintain, and utilize a master member dataset, with key performance indicators, present data visually and summarize for meaningful analytics each month.
 - i. Prepare monthly department report for management with key statistics and project status.
 - j. Make recommendations for analysis and reporting not currently in place.
- e. Other Responsibilities
- a. Assist with routine accounting duties as assigned; perform as a back-up accounting resource.
 - b. Prepare and submit input in response to various external survey requests.
 - c. Provide training and guidance to less experienced staff.

3. Skilled in the following areas:

- a. Accounting principles
- b. Financial principles
- c. Forecasting techniques

- d. Statistical techniques
- e. Econometric principles
- f. Investment strategies
- g. Research and analysis techniques
- h. Data collection methods
- i. Computer applications

4. Reports to

- a. Chief Financial Officer

5. Supervises

- a. This is not a supervisory position.

6. Job Specifications

a. Skills

- a. Mathematical Skills – Must have the ability to work with mathematical concepts such as probability and statistical inference. Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - b. Planning Skills – Must be able to process data and information to develop detailed financial plans. Must plan and manage projects and workloads in an efficient and organized manner.
 - c. Reasoning Ability – Problems presented can be highly complex and unstructured, and methods are loosely defined. Must have the ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - d. Language Skills – Must have the ability to read, write, and speak the English language. Must have advanced writing skills to create reports and document findings and recommendations.
 - e. Communication Skills - Must have the ability to write reports, business correspondence, and procedure manuals. Must have the ability to effectively present information and respond to questions from groups of managers, clients, members, and the public. Must be able to communicate clearly and accurately.
 - f. Computer Skills – Must be able to learn SEDC-UPN accounting system and Report IQ. Must be skilled in using Microsoft Suite software including Outlook, Excel, PowerPoint, and Word. Must have data entry skills and able to create, use, and analyze data in electronic spreadsheets.
 - g. Leadership – Must be able to coordinate interdepartmental projects to meet goals and objectives.
 - h. Other Skills – Must have a strong knowledge of general accounting principles, i.e. U.S. GAAP. Must be able to develop expertise with the Cooperative's system of accounting and budgeting, retail rate schedules, and reporting policies and procedures. Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- b. Personal Characteristics – Work requires independent and original thinking. Must work well in a team environment with diverse groups of people. Maintaining high integrity and confidentiality is a must. Must have strong analytical and detail-oriented aptitude. A high degree of accuracy is required.
 - c. Physical Characteristics – Must be able to use hands, fingers, and arms for grasping, reaching, or holding. Must possess general dexterity to operate a personal computer, telephone, and office equipment. Will be required to regularly sit and frequently stand and walk. Must be able hear. Will be

required to lift up to 15 pounds. Specific vision abilities include close and color vision with the ability to adjust focus.

- d. Working Conditions – Work mainly takes place in an office with a controlled environment. Position requires local, state-wide and national travel from time to time. Noise level is usually moderate.
- e. Working Hours – Regular work schedule is Monday – Thursday, 7:30 am to 5:30 pm. Work on weekends, evenings and before/after normal working hours may be required.

7. Education and Experience

- a. Bachelor's Degree in accounting required; Master's with an emphasis in accounting or finance preferred
- b. Three (3) or more years' experience with a cooperative, utility, or allied industry in the areas of accounting and financial analysis required
- c. Three (3) or more years' experience working closely with operations' personnel on project controls and compliance with company policies
- d. Intermediate knowledge and experience with financial data processing techniques
- e. Advanced Excel skills
- f. Intermediate presentation skills
- g. Advanced ERP Skills, preferably SEDC-UPN or NISC

8. Licenses and Certificates

- a. Certified Public Accountant preferred
- b. Must possess a current driver's license and have and maintain an insurable driving record
- c. Must be able to become certified in CPR and First Aid (on-the-job training provided)

9. Remarks

The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency and to encourage cross training, employee will be assigned additional duties as deemed necessary by the Chief Financial Officer.