

CURRENT JOB POSTING FOR GREENWOOD UTILITIES GREENWOOD, MS

DATE OF POSTING: March 23, 2020
POSTING PERIOD: April 3, 2020
POSITION: Chief Financial Officer
DEPARTMENT: Administration

POSITION PURPOSE:

Assures that cost-effective and reliable electric and water service is provided to the customers of Greenwood Utilities through managing, planning, and guiding utility operations according to mission, policies and objectives established by the Greenwood Utilities Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The CFO provides leadership, guidance, and direction with the senior management staff in order to ensure that Greenwood Utilities conducts its business in accordance with the mission, goals and objectives established by the Greenwood Utilities Commission.

Must be able to oversee the operations and monitors the financial performance of the utility. Responsible for maintaining adequate financial reserves and investing reserves as prescribed and mandated by municipal laws; monitors cash flow on large projects and advises the Commission if reserves are needed to finance projects; the CFO is responsible for obtaining quotes from local banks to ensure that the best rates on reserve funds are received; Advises the Commission with respect to utility matters and makes recommendations regarding plans, policies, and procedures for Commission approval; oversees the insurance needs of Greenwood Utilities by obtaining the best Health Insurance and Property, Workers Compensation, General Liability, Auto, and Boiler and Machinery coverage through annual quotes; oversees contracting with Appraisers to ensure that property values are adequately covered by insurance policies; oversees financial and billing software and assists the office staff with questions that may arise; works with outside consultants to furnish needed information to compile Revenue; prepares monthly billing to Municipal Energy Agency of Mississippi based on sales of energy and capacity CFO compiles annual reports for the American Public Power Association, American Water Works Association, and United State Department of Energy. These include APPA's Performance Indicators Survey, Survey of Publicly Owned Electric Utilities Tax Payments to State and Local Government, and APPA Safety Survey and EIA 861-Annual Electric Power Industry Report.

Physical Demands/Working Conditions:

The physical requirements of this position involve sitting, standing, walking, bending and the lifting of objects. It also requires the basic need to see, talk, hear and use of hands and fingers to handle and feel objects, tools and controls.

Qualifications:

A Bachelor's Degree in Accounting or Business Administration with an approved university/college curriculum concentration in accounting with ten or more years of progressive accounting experience or a Certified Public Accountant (CPA) with 7 or more years of utility, industry or government experience. Five or more years of proven successful personnel management experience of a staff. Must possess excellent oral and written communications skills.

CONTACT:

Any interested applicant for this Job Position should go to www.greenwoodutilities.com, print and fill out the job application. Mail or bring to the Main Office of Greenwood Utilities located at 101 Wright Place, Greenwood, MS 38930. You may e-mail your application to jeanc@greenwoodutilities.com or you may come to the Personnel Office at Greenwood Utilities to fill out an application.

Greenwood Utilities is an Equal Opportunity Employer