

Position Description



Manager of Accounting

The **Manager of Accounting** leads the financial reporting and accounting operations for Minnesota Valley Electric Cooperative (MVEC), ensuring compliance with regulatory requirements and adherence to best accounting practices. This role is responsible for providing accurate financial insights to support strategic decision-making, enhancing financial processes, and maintaining the cooperative's fiscal health.

The Supervisory Team is empowered to successfully lead MVEC's day-to-day operations. The Supervisory Team spends most time on operational tasks, are subject matter experts for their areas and suggest "what's" and develop and implement "how's". Leading by example, the Supervisory Team's focus is to:

- Empower and retain successful Team Members ensuring cooperative objectives are met. They effectively establish priorities, develop processes, and manage resources.
- Help review and maintain accurate cooperative policies and procedures to follow.
- Be responsible to proactively resolve issues and implement programs to further MVEC's strategy.
- Be responsible for recruit, onboard, train, coach, evaluate performance and provide disciplinary action of direct reports, including decisions related to reward, transfer, suspension, promotion, or any commendation-related action.
- Work cooperatively across departments, communicate effectively and be responsive.

All Team Members are accountable to MVEC's vision and mission, serving the membership and Team with servant leadership, dedication to safety and following the Team Member handbook.

Duties and Responsibilities:

- Analyze and report on all aspects of monthly financials, ensuring data accuracy, verification, and proper accounting treatment in alignment with RUS (Rural Utilities Service) and GAAP (Generally Accepted Accounting Principles).
- Lead the preparation and submission of all annual fiduciary and regulatory reports, including IRS Form 990, RUS Form 7, and Minnesota Regulatory Accounting reports (e.g., MVEC property tax valuations). Ensure compliance with all local, state, and federal reporting requirements.
- Manage the annual audit process, working closely with external auditors to ensure a smooth, efficient, and timely audit. Implement audit recommendations and continuously improve internal controls to enhance the integrity of financial operations.
- Oversee monthly reconciliation of bank statements and general ledger accounts to ensure accuracy and completeness.
- Lead and mentor the Accounting Team, fostering a culture of collaboration, continuous learning, and accountability.

Required Qualifications:

- Bachelor's degree in Accounting, Finance and/or Business
- 5 years of related experience
- Excellent written/verbal communication skills and ability to keep privileged information confidential

Preferred Qualifications:

- Managerial or supervisory experience
- Working knowledge of generally accepted accounting principles (GAAP) and the Uniform System of Accounts (RUS)
- Certified Public Accountant

Applicants must be committed to providing service beyond members' expectations and lead by example. To apply, please send your resume to jobs@mvec.net. Position open until filled. Preference to applicants that apply by **October 20, 2024**.

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.