

Jefferson-Cocke County Utility District

Position Description

Position Title: Financial Manager / Controller

Salary Grade: 15

Payroll: Exempt

Department: Accounting

Title of Supervisor: General Manager

Date of Preparation/Revision: 08/2025

I. General Description of Position

This professional / managerial level position is responsible for fiscal management activities and various administrative functions of JCCUD.

The position shall exercise sound judgment and maintain confidentiality of information as warranted.

This role is primarily responsible for developing and maintaining in an efficient manner all general accounting ledgers, journals, and financial statements including supporting records. This position oversees payroll, accounts payable, and accounts receivable. This role also assures that all accounts are accurate per general ledger review and rectifies any discrepancies as necessary. This position also is to plan, organize, direct and review the activities and operations of finance, accounting, and occasionally risk management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

II. Duties and Responsibilities

- 1) Effectively maintains the general ledger, trial balance, and related financial statements for reporting.
- 2) Effectively maintains and rectifies all detailed assets and related accumulated depreciation and disposal or sale of such assets.
- 3) Develop, plan and implement department goals and objectives; recommend and administer policies and procedures
- 4) Coordinate department activities with those of other departments and outside agencies and organizations.
- 5) Oversee annual audit with outside auditors.
- 6) Direct the billing of grant projects and preparation of related financial information and reports.

- 7) Review investment strategies, cash flow management, and related reporting requirements.
- 8) Perform monthly PGA (purchased gas adjustment) calculations to back up General Manager for JCCUD customer billing rates.
- 9) Track purchases and sales of all natural gas trades for accurate invoicing.
- 10) Assist General Manager with United Utilities Group Treasurer Responsibilities.
- 11) Coordinate budget issues and strategies with the General Manager; direct and oversee coordination and preparation of annual budget document.
- 12) Develop, implement, and oversee all procedures and systems of finance, accounting and payroll administration for the District.
- 13) Oversee preparation of monthly financial statements, comparisons to budget reports, and expenditure lists for Board review and approval.
- 14) Prepare highly complex financial reports for the General Manager and Board of Directors as required.
- 15) Select, train, motivate, supervise, and evaluate accounting personnel; provide or coordinate accounting staff training; conduct performance evaluations; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- 16) Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- 17) Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- 18) Utilize appropriate safety procedures and practices for assigned duties.
- 19) Work safely and cooperatively with others.
- 20) Performs related duties as assigned.

III. Minimum Knowledge and Training Required to Meet Position Responsibilities

- Bachelor's Degree in Accounting, Finance or related field required
- Minimum of 5 years' experience in administering the fiscal operations of a public agency, supervisory experience preferred.
- Certified Public Accountant preferred.

IV. Environmental Conditions

Performance of normal duties and responsibilities involves mobility to and from parking lot and workstation, workstation and other offices. Access to workstation from parking lot involves no use of elevators and limited use of stairs.

Requires frequent sitting. Position requires frequent extension of arms and hands, frequent turning by rotating upper trunk right or left, occasional twisting by rotating the entire body, pushing against an object and pulling toward oneself. Frequent handling by

seizing, holding or grasping and fingering by picking, pinching or otherwise working with the fingers.

Position requires continuous talking or expression of ideas by means of spoken word, and frequent hearing sounds by way of oral communication in, for example answering telephone. Continuous requirement for near vision. Work inside with centrally controlled heating and air conditioning. Occasionally may visit job sites outside of the office building.

Position is subject to working beyond normal business hours and travel.