



# Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Barrow, Alaska 99723  
Phone 907-852-6166

## Job Description

<b>Job Title:</b>	Chief Financial Officer	<b>Supervises:</b>	Department Staff
<b>Division:</b>	Accounting	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	General Manager	<b>FLSA Status:</b>	Exempt, Salaried
<b>Union status:</b>	Non-Union	<b>Date:</b>	February 23, 2026
<b>Status:</b>	Full-Time Permanent	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	18	<b>Salary</b>	\$199,752/year DOE

### Summary:

The Chief Financial Officer (CFO) will oversee the accounting, financial reporting, budgeting, and forecasting and other activities of the department.

### Essential Duties and Responsibilities:

The duties include but are not limited to the following:

- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Produces monthly financial statements, including the balance sheet, income statement, and other financial reports, including key metrics, ratios, financial results, and variance reporting.
- Oversees the production of periodic financial reports; ensures reported results comply with generally accepted accounting principles (GAAP) or financial reporting standards.
- Oversees the activities of the Cooperative's accounting and administrative department, including maintenance of the general ledger, subsidiary ledgers, and related records in accordance with GAAP.
- Manages working capital resources, including cash investments and short-term lines of credit.
- Initiates or directs the research, creation, review, and revision of operational and financial policies and procedures and recommends adoption to the General Manager.
- Coordinates the external annual audit by overseeing assignments and work paper preparation; performs detailed review of work prepared by others and serves as the primary liaison with the auditors.
- Ensures compliance with local, state, and federal government requirements.
- Formulates the annual operating budget, monitors discrepancies, and provides feedback on results.
- Establishes or recommends to the General Manager and Board major financial and economic objectives for the Cooperative and implements these objectives through activities such as providing information to third-party consultants for rate studies and cost of service analysis, preparing long-term financial forecasts, preparing loan applications for Board approval, and maintaining effective cash management practices.
- Collaborates with Cooperative leadership, advising and providing solutions for their financial information and analytical needs.
- Leads and manages internal initiatives of the Finance department.

- Directs studies and reviews costs, including depreciation studies, cost of service studies, and tariff rate recommendations; responsible for the tariff rate adjustment process.
- Manages coordination of wage and benefit survey participation and pay rate adjustments.
- Implements annual contract wage revisions for two labor agreements incorporating annual CPI-U data with health and welfare and pension contribution revisions.
- Educates payroll staff on union contract changes once agreements are ratified; assists accounting staff (specifically payroll) with language interpretations.
- Directly supervises the Controller, Payroll and Benefits Accountant, Purchasing & Warehouse Manager, and Member Service & Billing Supervisor, and other department staff as assigned; provides leadership, direction, coaching, and accountability for performance and results.
- Plans, assigns, reviews, and evaluates work for direct reports; establishes priorities, timelines, and service levels for month-end close, payroll processing, purchasing/inventory control, and billing/collections activities.
- Approves and oversees delegation of duties and cross-training to ensure adequate coverage for critical functions (month-end close, payroll/benefits, accounts payable, purchasing/receiving, inventory counts and reconciliations, and member billing/cash balancing).
- Ensures direct reports maintain accurate records, comply with internal controls, and follow Cooperative policies and applicable laws/regulations (GAAP, payroll tax and labor requirements, benefits regulations, and purchasing/contract requirements).
- Oversees the revenue cycle through supervision of billing, collections, cash balancing, delinquent account processes, and customer dispute resolution to safeguard Cooperative revenue and maintain strong member service.
- Oversees purchasing and warehouse operations, including approval of vendor accounts/lines of credit, purchasing controls, and review of monthly inventory and purchasing reconciliations; ensures annual physical inventory processes and discrepancy resolution.
- Oversees payroll and benefits administration, including review/approval of payroll adjustments, support for benefits enrollment and reporting requirements, and coordination of audits and required external submissions.
- Coordinates training programs for new staff and identifies training needs for current staff.
- Recruits, hires, trains, and evaluates department personnel; recommends corrective action when needed and supports staff development.
- Assists in development of the Strategic Plan and aligns departmental goals with the established Cooperative Mission.
- Attends all Cooperative board meetings and annual meetings and answers financial questions from the Board or Members.
- Attends meetings for other organizations to represent BUECI as needed.
- Actively participates in courses, conferences, webinars, and relevant meetings to improve industry awareness, skills, and ability.
- Performs other related duties as necessary or assigned.

**Knowledge, Skills and Abilities:**

- Knowledgeable of the Cooperative and the I.B.E.W. local Union No. 1547 agreement operations, policies, and procedures.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of preparing reports for management and measuring results.
- Knowledge of personal computers in a Windows environment, including use of Microsoft Word and Excel.
- Knowledge of general record keeping and filing, and able to use standard office equipment.

- Skill in developing and administering a comprehensive budget and cost-effective management of resources.
- Skill in reading, interpreting, understanding, and applying Cooperative's policies and procedures along with the agreement between the Cooperative and the I.B.E.W. local Union No. 1547
- Skill in analyzing processes for efficiency and make recommendations for improvement.
- Skill in leadership, coordinating staff, assessing, and prioritizing multiple tasks, projects and demands, and delegating tasks and authority.
- Skill in establishing and maintaining working relations with coworkers, other Cooperative employees and representatives, and the members.
- Skills in negotiating agreements, reaching settlements, or explaining complex matters, justifying programs concerning issues that are controversial and/or critical to the operation of the organization.
- Skill in establishing and maintaining effective working relations and work functionally across all levels of the organization.
- Ability to analyze complex financial data and explain variances.

**Education, Experience, Certifications, and License Required:**

- Bachelor's degree in finance, accounting, business, or related field; or an equivalent combination of education and experience.
- Seven years of experience in general ledger accounting and financial management including 3 years of supervisory work experience.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.
- Full-Time position onsite in Barrow, Alaska. Relocation assistance available.
- Subsidized housing and vehicle provided.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the incumbent is primarily required to sit, stand, walk, stoop, bend and frequently utilize a keyboard/computer. Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and/or move up to 40 pounds.
- Be able and willing to work irregular hours or long continuous periods of times to meet the needs of the Cooperative when they arise.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- While performing the duties of this job, the employee will occasionally be exposed to extreme weather.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

BUECI IS AN EEO/M/F/D/V EMPLOYER