



The Northeast Ohio Public Energy Council

Job Title: Chief Financial Officer	Reports to: Chief Operating Officer	FLSA Status: Exempt
Approved by: NOPEC Board of Directors		Date: Dec 2, 2019

Summary

Responsible for planning, development, oversight, and implementation of all organizational financial and accounting processing and related strategies, communications and financial reporting activities – internal and external. Responsible for timely and effective, and measurable interaction with NOPEC Executive Director, Chief Operating Officer, and the Board of Directors. Oversees all investing activities and development, support and implementation of all internal control systems.

Essential Duties and Responsibilities

Illustrative duties may include, but are not restricted to, one or more of the following:

- Reports directly to Chief Operating Officer and the Executive Director. Plans, initiates, directs and coordinates the activities of the Finance/Accounting Department comprised of a limited staff engaged in a variety of accounting, controllership and fiscal management activities.
- The CFO is focused on long-term value, development and retention of effective financial employees and vendors, wise long-term financial pursuits including assessment of financial organizational risk, and an active understanding of the environment in which NOPEC operates.
- The CFO develops and implements department goals, policies and procedures within the parameters established by the Executive Director, Chief Operating Officer and the Board of Directors.
- The CFO is responsible for recommending innovative financial policies, annual budgetary prep/presentation and monitoring; the collection, recording and disbursement of NOPEC funds; financial forecasting and trend-spotting, accounting and financial reporting, auditing, treasury management, investments, payroll, purchasing, property and casualty and medical insurance, revenue collection and vendor disbursements.
- The CFO oversees payroll services.
- The CFO is an important participant and facilitator in leadership, strategic and business matters.
- The CFO also has primary financial responsibilities for all current and future NOPEC affiliates, including NOPEC, Inc. and NOPEC Foundation, Inc.

Other Duties & Responsibilities

- Manage all accounting staff as well as relationships with banks, investment managers, SOC1 auditors, and payroll processing service.
- The CFO holds and maintains license as a Certified Public Accountant.



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Physical Requirements

- Valid Ohio Driver's License and proof of automobile insurance at a level established by NOPEC.
- Sitting, standing and bending.
- Ability to use office equipment including but not limited to office copier, shredder, computer equipment, audio/visual equipment.
- Ability to speak in a clear and easily comprehensible manner.

NOPEC Mission and Call to Service

- NOPEC is the largest governmental retail aggregation in the United States. We have over 235 member communities in 19 counties throughout northeast Ohio. We exist for the sole purpose of serving our member communities and consumers. Period.
- To fulfill this purpose, we aggregate, educate and advocate to maximize the value we bring to our members.
- The NOPEC team members who help us fulfill this mission must be confident, thinking leaders who are both humble and flexible. We exist to serve and must be willing to put our shoulders to that service regardless of where, how and when the opportunity for service may present itself. We are driven team players, smart and intelligent, who understand and forward the needs of the people and communities we serve and who roll up our sleeves to work both collectively and individually to live up to and exceed expectations of the public we serve.

Working Conditions

- Incumbent will work in an office environment but is also expected to be able to function in an environment consistent with many multiple public buildings, street fairs, festivals, etc. throughout NOPEC's northeast Ohio footprint. Resultantly, the incumbent should expect to occasionally deal with the normal range of weather within northeast Ohio including heat, cold, humidity, rain, etc. occasional travel within the NOPEC footprint is expected. Incumbent should understand the expectation is that this job periodically requires a 40+ hour per week commitment.

Verification of identity, education, prior employment, and references may be required.

We are a drug free workplace, and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Last Updated: December 5, 2019