

## Chief Financial Officer (CFO)

Classification: Exempt  
Grade: 19  
Division: Finance

### Position Summary and Functions:

This position reports to the Executive Director and is responsible for leading NBC's financial management activities including treasury functions, customer service, debt management, retirement plan administration, purchasing, insurance, rate filings, operating and capital budgets, Trust Indenture administration, financial analysis and reporting, post-issuance compliance and all other NBC financial matters. The CFO is responsible for directing the staff activities and operations of the finance, accounting, purchasing, general administration and customer service departments. The CFO develops and implements operating policies, performance standards and goals, budget objectives, and ensures compliance with federal, state and local regulations and laws.

### Essential Duties and Responsibilities:

- Manages and administers the annual budget consisting of the operating budget, five-year capital budget, monthly reporting, budget transfers, and compliance with the Government Finance Officers Association (GFOA) distinguished budget presentation criteria.
- Oversees debt management including the type and timing of new issues, refundings, variable rate programs, compliance, credit review information, disclosure, arbitrage, as well as Board and Division of RIPUC approvals.
- Leads financial planning activities including preparation of the long-term financial model incorporating operating and capital needs, available funding, and operating budget impacts of capital projects to determine debt issuance needs and rate impacts and report same to the Board.
- Manages the preparation of debt service compliance filings, general rate filings, miscellaneous petitions, modifications to terms and conditions, and compliance filings with the RIPUC to ensure compliance with covenants and sufficient resources to meet the operating and capital needs of NBC.
- Manages the treasury function including banking, investments, cash management, customer payments, the p-card program, and compliance with the Trust Indenture flow of funds.
- Ensures the timely and accurate preparation of monthly and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Ensures compliance with independent audits of the financial statements and the non-union defined benefit plan by statutory deadlines.
- Ensures compliance with various regulatory, Trust Indenture, contracted and other legal reporting requirements.

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- Oversees the non-union defined contribution, non-union defined benefit, and the 457 deferred compensation plans including plan documents and amendments, investments, funding, annual reporting, actuarial studies, GASB reporting, and Rhode Island Public Utilities Commission (RIPUC) related reporting.
- Oversees the development and implementation of policies, procedures and systems to ensure that appropriate internal controls are maintained to protect assets and ensure the integrity of financial reporting.
- Directs and works with managers and staff to ensure that the Finance Division operates efficiently and in compliance with applicable laws, regulations, and procedures.
- Prepares materials and reports for and makes regular presentations to NBC's Board and Finance Committee.
- Oversees support services for the corporate office building including reception, repairs, maintenance, landscaping, and renovations as well as corporate-wide support services such as activities related to NBC's renewable energy programs, record retention, risk management and mail.

### Education and Experience:

- Seven to ten years of experience in public financial management including supervision.
- Four-year degree in finance, economics, or a related field and a Master's in Business Administration.

### Job Knowledge, Skills and Abilities:

- Demonstrated knowledge of tax-exempt bond issues, financial analysis and reporting, GAAP, investments, arbitrage, post-issuance compliance, and rate theory.
- This position requires strong analytical, problem solving, and organizational skills, the ability to understand and analyze complex financial transactions, with the ability to understand legal constraints as they apply to financial decisions.
- Excellent verbal and written communication skills and the ability to interact with all levels internally and externally.

### Supervising Responsibilities:

Responsible for the supervision of the Finance Division staff.

### Physical Demands:

- No physical exertion required
- Required to sit for long periods of time