

POSITION DESCRIPTION

JOB TITLE: Chief Financial Officer & Executive Vice President DATE: 1/6/2023

BUSINESS UNIT: Finance DEPARTMENT: Finance

DIRECTOR APPROVAL: Barry Lindeman DATE: 1/6/2023

Director, HR and Support Services

PRESIDENT APPROVAL: Anthony Campbell DATE: 1/6/2023

President & CEO

POSITION SUMMARY

Provides effective leadership, vision, financial strategy, direction, and maintains overall authority and accountability for assigned business units. Provides board of directors and corporate-level leadership as a member of the Executive Leadership Team. Directs, influences, improves, and oversees processes of several major business units. These processes include Finance, Cash Management, Risk Management, Cyber Security, Benchmarking and Performance Management, Bank and Investor Relations, Debt Portfolio Management, Budgeting, Long-term Financial Planning, Forecasting, Accounting, IT, Member Services, Rates and Regulatory Affairs, and Compliance.

REPORTING RELATIONSHIPS

- Reports to: President/CEO
- Leads the following business units:
 - Treasury including Financing, Bank and Investor Relations, Ratings Agency Management, Risk Management, Performance Management, Financial Analysis, Budgeting, Planning and Forecasting, Debt Portfolio Management, and Cash Management (Vice President and Treasurer)
 - Accounting including AP, AR, G/L, Coal and Fuel Accounting, Utility Plant Accounting, Payroll, sales and property taxes and audits, RUS and GAAP compliance, interface with Internal Audit, and relationship management with External Audit (Controller)
 - Information Technology including telecom, hardware, PeopleSoft systems, video conferencing, cyber security (Director)
 - Member Services, including graphics design, layout and printing, internal and external communications, member support and engagement, (Manager)
 - Rates and Regulatory Relations and Compliance including pricing, support for Economic Development, regulatory filings and case management, rate analyses and design, NERC Compliance, relationship management with all non-environmental regulators (Director)
- Supervises: Executive Assistant

DUTIES AND RESPONSIBILITIES

- Provides leadership to the Board and Executive Management Team on all matters herein.
- Provides overall strategy, direction, and leadership to ensure EKPC maintains a sound financial condition consistent with business, industry, and regulatory standards.

- Provides overall strategy, direction, and leadership to ensure EKPC's ability to meet operating and capital funding requirements.
 - Ensures operational excellence in all assigned areas including, but not limited to, capital allocation, financing, operating and human resources, gaining efficiencies, goal and career development and attainment, defining and communicating expectations, providing value-added services, and ensuring business unit strategies are aligned with corporate strategy.
 - Manages EKPC's debt portfolio of approximately \$3 billion to ensure low cost and available credit capacity.
 - Manages EKPC's asset portfolio to ensure economic investments, minimized risks, and long-term financial performance. This does not include operation of assets.
 - Ensures that decisions at all levels of the business unit support and are consistent with the operational and strategic goals and objectives of EKPC.
 - Executes the Board's Strategic Plan, develops and implements departmental business plans, and coordinates with other executive management.
 - Revises and executes EKPC policies and procedures.
 - Recommends and oversees execution of the strategies used to obtain needed financing.
 - Knowledge of rate making and power supply planning.
 - Ensures safe operations and activities for all employees across the company.
 - Performs other duties as assigned.
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RELATIONSHIPS

Internal Positions:

- Confers on corporate matters with the President and CEO and Executive Staff.
- Member of Executive Leadership Team; corporate Officer.

External Relationships:

- Provides information and monthly presentations on financial and corporate matters to EKPC's Board of Directors, all committees, and member systems.
 - Liaison to Board Risk Oversight Committee and committee chairman.
 - Works with owner-member CEOs and their boards to keep them well informed on EKPC financial and strategic matters.
 - Manages financial relationships with Rural Utilities Service, CoBank, NRUCFC, banks, and institutional lenders.
 - Works with rating agencies to maintain and improve EKPC credit ratings.
 - Works with external auditors in regard to the audit of the corporation's financial statements.
 - Works closely with Kentucky Public Service Commission in regard to fuel adjustment clause; environmental surcharge; rate case filings; all other cases.
 - Other legislative, administration, and other external relationships as needed, including state and federal elected officials and regulatory agencies.
 - Executive role on Central Safety Committee.
 - Executive Sponsor of Continuous Improvement (WorkSmart) initiative.
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JOB SPECIFICATIONS**Education:**

- Master's degree in economics, finance, accounting and/or business (with accounting concentration). An equivalent combination of education and experience may substitute.
- MBA/CPA strongly preferred.

Experience:

- Fifteen (15) years of related experience. Must have at least ten (10) years of electric utility management experience.

Skills and Abilities:

- Proven executive leadership skills.
- Effective listening, written, and oral communication skills.
- Strong interpersonal skills.
- Thorough working knowledge of issues related to utility accounting, finance, strategy, and management.
- Ability to effectively work with all levels of the organization and external contacts.
- Strong understanding of power markets.
- Comprehensive understanding of utility strategies and industry issues.
- Expertise in utility financing including all financial markets, banks, and USDA/RUS.

Key Competencies:

- Aligning Performance For Success
- Building Partnerships
- Building Trust
- Decision Making
- Delegating Responsibility
- Information Monitoring
- Leading Through Vision And Values
- Planning And Organizing

Working Conditions:

- Usual office conditions apply to this position. Significant travel within the system and frequent out-of-state, overnight travel.
- Must maintain valid driver's license.
- Must wear personal protective equipment as applicable.

Revision:

2/27/2019 – updated all sections.

12/14/2022 – updated all sections.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the position. Duties and responsibilities may change or new duties may be assigned at any time, with or without notice. Additionally, employment at EKPC is at-will and the job description does not imply an employment contract. EKPC is an Equal Employment Opportunity Employer.

**EAST KENTUCKY POWER COOPERATIVE
ANALYSIS OF PHYSICAL, ENVIRONMENTAL AND MENTAL DEMANDS
Chief Financial Officer & Executive Vice President**

ACTIVITY	FREQUENCY				
PHYSICAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting Types of objects being lifted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight of objects being lifted					
• 10 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 20 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Over 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling					
• 10 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 20 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Over 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITY	FREQUENCY				
PHYSICAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Climbing					
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching					
Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Front of Body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simultaneous Use of Hand, Wrist, Fingers (Examples: typing, screw driving, nailing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ACTIVITY	FREQUENCY				
PHYSICAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Driving/Operating Types of machinery, vehicles, tools, equipment, etc. Automobile 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Job Related Communication Talking Other (List) Personal Computer 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Job Related Hearing Conversation Alarms Other Sounds (List) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Job Related Vision Normal Color Other (List) 	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Job Code: 02637
FLSA Status: Exempt

ACTIVITY	FREQUENCY				
ENVIRONMENTAL DEMANDS	Seldom	Occasional	Regular	Often	Very Often
Inside (Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inside (Plant, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Unstable Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Terrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glare/Improper Illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MENTAL DEMANDS					
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weighing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measuring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Demands (Examples: use of safety equipment, shift work, exposure to job hazards, use of specialized tools, understanding schematic drawing, etc.)					
Must wear personal protective equipment as applicable. Must maintain valid driver's license.					