

CLASS TITLE: Controller

CLASS FUNCTION: Provide assistance to Finance Manager on accounting processes and perform financial analysis for the Cooperative. Assist with design, development, and implementation of accounting, tax auditing, budgeting, month end closing processes, regulatory internal controls, financial reporting, procedures and administrative practices.

REPORTING RELATIONSHIPS:

- Reports to: Finance Manager
- Supervises: Accountant and Records Associate

EXAMPLES OF DUTIES: (Illustrative, not inclusive)

- Audit and approval of invoices of the Cooperative to ensure proper general ledger coding, authorization, sales and use tax paid, and internal controls are followed;
- Audit and ensure internal controls are followed for check printing processes, journal entries, physical inventory, inventory adjustments, write-offs, accounting and billing transactions;
- Assist Finance Manager in development, modification and implementation of internal controls, department procedures and policies for efficiencies, effectiveness, fraud prevention, and/or ensure generally accepted accounting principles are followed;
- Maintain and develop accounting records and prepare monthly journal entries;
- Prepare annual budget schedules for operating and capital budget items;
- Assist in the creation of the budget and financial reports analysis, narratives, and presentations;
- Prepares under direction of the Finance Manager the 10-year financial forecast, including preparing various financial projections for projects and financial planning;
- Completes and submits timely quarterly and annual payroll tax reports and 1099s;
- Reviews annual tax returns for accuracy and completeness before filed;

- Responsible for scheduling, closing, and balancing the financial system fiscal month end and year end processes and ensuring tax rates are updated for the new year in the financial system;
- Assist with patronage capital processes for allocation and retirements as directed by the Finance Manager;
- Prepare information needed in the audit process, and assist auditors as required;
- Perform data mining and data analytics of financial data to create reports for planning, analysis and decision-making purposes;
- Assist with loan administration for the Cooperative for both Cooperative debt and economic development loan administration;
- Assist with projects and reporting as required for, up to and including: consultants, cost of service study, grant proposals, grant administration, Federal and State Disaster funding;
- Develops data analysis reports from Crystal reports and Mosaic software for gathering information from the financial and billing software programs for use by all departments in the Cooperative;
- Provide back-up and assistance for any accounting and finance processes, as directed by the Finance Manager;
- Contributes to departments and Cooperative performance by completing other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service, problem solving and communication skills, both written and oral;
- Knowledge and experience working with an ERP accounting and record management software;

- Strong data mining and analytical skills working with accounting data by using excel, pivot tables and specialized accounting software; with the ability to create reports and presentations to aid in decision making that are verified and balanced to the financial software;
- Knowledge and experience with full accounting cycle from data entry to financial reporting, including invoices, billing, journal entries, month end, asset management, inventory, payroll, tax, budgets, financial forecasting, and analytics;
- Knowledge of internal controls and ability to identify, develop and implement internal controls;
- Ability to present to small and large groups of people;
- Strong organization skills and ability to work under pressure to meet deadlines;
- Ability to maintain confidentiality in dealing with members records and confidential ACEC and employee information.

EXTERNAL RELATIONSHIPS:

- Members – Consumers
- Dealer and Vendors Representatives
- Consultants
- Government (Local, State and Federal)
- Banking Institutions

NECESSARY QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance or related field; four plus years' experience in accounting with thorough knowledge of generally accepted accounting principles and procedures applicable to the utility industry. Experience in financial data analytics, budgeting and forecasting. Or equivalent combination of education and experience which provides the necessary knowledge, skills and abilities. Must have valid Wisconsin Driver's License.

DESIRABLE QUALIFICATIONS:

Certified Public Accountant (CPA) or Certified Managerial Accountant (CMA)

PHYSICAL QUALIFICATIONS:

Works in a climate controlled office environment with minimal physical exertion. Bends, twists, pushes and pulls to file materials. Activities include work at a computer terminal and frequent interaction with consumers, vendors and employees via verbal and written communication. Occasionally travels for seminars and to area offices and may encounter poor weather conditions and possibly hazardous driving conditions.

05/2025