

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	INTERNAL / EXTERNAL POSTING (<i>Individuals meeting the following requirements may apply.</i>)
JOB TITLE	Financial Analyst
JOB LOCATION	Flint EMC – 3 South Macon Street, Reynolds Georgia 31076
JOB CLASSIFICATION	Inside Job; Bonded; Exempt
SUPERVISOR	Chief Financial Officer
LAST DATE REVIEWED	December 2021
JOB SUMMARY	Responsible for all related analysis and summarizations of Cooperative's military installation's financials, job work orders, deferred income, contract compliance, and Federal Acquisition Regulations (FARS) in association with maintenance contract. Responsible for all related analysis and summarizations of Cooperative's fiber-related financials, job work orders, contract compliance, and financing associated with deployment, installation, and maintaining fiber network and applicable leasing agreements. Contributes to the financial integrity, accuracy, and timely recording, posting, and reporting of financial transactions. Facilitates active communication within Chief Financial Officer Department and among other work units of the Cooperative. Serves as advisor to the Chief Financial Officer in recommending improvements to procedures, as well as modifications to accounting policies and practices as may be required to comply with prevailing FASB standards, RUS standards, changes in laws, and related contractual regulatory requirements. Serves on the Cooperative Leadership Team to understand and contribute toward improvement of overall company operations. Prepares and maintains comparative analysis of budgets and corresponding reporting for military installation and broadband operations.
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> • Four-year degree in Accounting, Business Administration, or other finance degree • Certified Public Accountant (CPA); or completion within one year. • Two years' experience in RUS (Rural Utilities Service) electric cooperative accounting • Experience leading/guiding/managing projects or personnel <p>Preferred:</p> <ul style="list-style-type: none"> • Experience in detailed financial analysis & creating/maintaining financial analysis spreadsheets
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> • Must be proficient in the areas of expense analysis, accounts payable, payroll, property records and long-term debt acquisition. • Must be accurate in detailed analysis and computational tasks. • Must possess human relations skills generally associated with a management position in order to effectively work well with others and guide/lead projects and personnel • Must be tactful, possess excellent interpersonal skills, have the ability to accommodate and capitalize on diverse personalities, and be capable of conveying a positive and professional image. • Must be able to lead and coordinate multiple activities and projects simultaneously, as well as work with and consistently meet deadlines and budgets. • Must be able to work effectively with auditors. • Must be able to write legibly as well as read and comprehend material and display effective written and oral communication skills. • Must be able to perform spreadsheet operations on a computer utilizing Microsoft applications. • Must have the ability and be willing to serve as advisor to Chief Financial Officer in recommending improvements to internal controls, as well as modifications to accounting policies and practices as may be required to comply with prevailing FASB standards, RUS guidelines, changes in law, and related regulatory requirements. <p>Preferred:</p> <ul style="list-style-type: none"> • Thorough knowledge of work order procedure and general and subsidiary ledgers in order to have complete familiarity with the financing and operation of rural electric utility. • Strong history of supervisory or leadership related experience demonstrating ability to successfully mentor and motivate employees while building a positive and productive work environment.
WORKING HOURS	<ul style="list-style-type: none"> • 8:00 a.m. to 5:00 p.m., Monday through Friday with one hour for lunch. • May be subject to being on call for the department as required.
OTHER	<ul style="list-style-type: none"> • Must have and maintain valid Georgia Driver's License. • Must be willing to attend out-of-town meetings, work overtime during peak periods, and expect to work under pressure at times to meet deadlines.
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified applicants from the public may print an application from our website, www.flintenergies.com, or pick up an application from our office at 3 South Macon Street, Reynolds, Georgia or 98 Carl Vinson Parkway, Warner Robins, Georgia. Deadline for applying is 5:00 p.m., Friday, January 14, 2022.

- Contacts: Kathy Parrish 478-847-5143, kparrish@flintemc.com or Chelsea Mullins 478-218-5582, cmullins@flintemc.com.

**FLINT EMC IS AN EOE/AA: MINORITES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 12/29/21

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
FINANCIAL ANALYST**

ALERTNESS / CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and exchange information.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure in case of emergencies, handle tense situations, resolve complaints, and control anger and attitude.
VISION	<u>Far Visual Acuity</u> - As necessary to drive. <u>Near Visual Acuity</u> - Must be able to see computer screen, keyboard, and read all types of paperwork, including small figures. <u>Peripheral Vision</u> - As necessary to drive. <u>Color Vision</u> - Preferred for recognizing appropriate forms. <u>Depth Perception</u> - As necessary for driving. <u>Night Vision</u> - As necessary for driving.
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful and professional.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed. Stands less than one hour total per day.
WORKER MOBILITY / WALKING	Can change positions at will. Minimal amount of walking up to 150'.
LIFTING / CARRYING	Frequently lifts files and printouts. Seldom anything over 20 pounds.
PUSHING / PULLING	Required to open/close desk drawers and file cabinets.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating computer, calculator, writing, and performing miscellaneous general office work.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. Climbing and crawling is not required.
ENVIRONMENTAL FACTORS	Job is located indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present.
MACHINES / TOOLS/ EQUIPMENT	Computer, calculator, copier, paper, pens, pencils, and stapler.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	No safety equipment required. Follows prescribed safety rules. Obtains and maintains CPR certification and Defensive Driving certification.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.