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ENERGY KEEPERS, INC.

Chief Financial Officer

Position: Chief Financial Officer

Salary: Negotiable depending on training, education, and experience

Location: Energy Keepers, Inc. Corporate Headquarters, Polson, MT

Employment Status: Full time position with full benefits

Supervised By: Chief Executive Officer

GENERAL SUMMARY

The Chief Financial Officer (CFO) is responsible for participating in the overall management of the company. Primary responsibility for planning, implementing, managing and controlling all financial related activities. This includes finance, accounting, forecasting, purchasing, and internal controls. Ensures financial integrity throughout the Corporation. Works closely with the Chief Executive Officer to create and execute effective business and financial strategies to support corporate objectives. Coordinates with other Senior Management within, and appropriate organizations external to, EKI. All efforts are conducted within the guidelines and policies established by the CEO.

ESSENTIAL DUTIES

Manage all Corporate Financial, Accounting, and Material Purchasing and control matters;

Oversee development of and compliance with approved multi-year Financial Plans;

Develop, implement and ensure compliance with internal financial and accounting policies and procedures to meet all CSKT, regulatory, contractual, and GAAP requirements;

Develop, maintain and assure execution of an Accounting and Financial Procedures manual.;

Report financial and business status internally and externally as required;

Develop, maintain and assure execution of Budget development, cost control, and reporting procedures;

Manage cash flow and prepare cash flow forecasts in accordance with policy;

Oversee the completion of financial and tax audits as required;

Provide both routine and situational reports to measure status, identify issues, and recommend appropriate actions;

Prepare consolidated financial statements and analyze results, including near-term and long-term forecasts of performance against objectives and considering potential changes or issues;

In coordination with the Chief Infrastructure Management Officer, develop and implement procedures and processes for purchasing, inventory control, and reporting. Ensure effective data flow between EKI's Computerized Maintenance Management Systems (MAXIMO) and EKI's Enterprise Resource Management

System (NAVISION);

Manage back-office performance for continuous processing of transactions in compliance with corporate risk management tolerances and policies thus protecting the financial integrity of the corporation;

In coordination with the Risk Manager, perform the Strategic Financial Planning function to incorporate trading/marketing forecast information into the EKI's financial forecasting model to estimate future financial results and financial goals evaluation;

Responsible for securing and managing EKI's insurance portfolio consistent with risk tolerance and financial status of the company;

Serve as member of Risk Oversight Committee;

Responsible for overall management of the Accounting and Finance Department including supervision of staff;

Continually evaluate and improve upon the organization's financial data processing, control and reporting requirements;

Other duties as assigned.

SCOPE OF RESPONSIBILITY

Operates under general direction. Decisions are made within prescribed operating guidelines and policy constraints. Makes recommendations concerning all aspects of corporate accounting, financial planning, and purchasing/inventory control in conjunction with the strategic direction set by the CEO. Job encounters new and varied work situations, involving a high degree of complexity. Contacts are normally made with others inside and outside the company including other departments and the Board of Directors. Contacts are normally made on own initiative requiring explanation, discussion, interpretation or approvals.

SPECIFIC SKILLS AND KNOWLEDGE

Ability to communicate effectively both orally and in writing. This individual must have strong interpersonal skills and be self directed. Knowledge of risk management and/or risk control practices, professional accounting concepts, financial analysis, planning and budgeting, business valuation, appropriate taxes, and cost accounting as well as an understanding of generally accepted accounting principles is required. Knowledge of mark to market accounting principles. High degree of proficiency with computerized accounting systems, Microsoft Excel, and Microsoft Word required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting, Finance or Business Administration is required. A Masters in Business Administration or CPA is highly desirable. Eight to ten years of experience in corporate accounting and financial planning, with exposure to all phases of accounting, reporting, and strategic planning is required, preferably in an energy corporation. Strong working knowledge of professional accounting concepts and financial analysis. Multiple years of back office risk management processing experience is required, preferably in the energy industry. Excellent analytical, organizational and communications skills and public relations sensitivity and acumen.

WORK CONDITIONS

Normal working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Position may require extended working hours with the possibility of weekend and holiday work, as required by schedules and work load.

Some travel may be required to meet project requirements. Normal work will be within the Corporate

Offices, but some work may be at the plant or an industrial environment, requiring protective clothing and equipment.

All employees will participate in the Fitness for Duty Program. This program includes pre/post employment physical examinations and drug screening. All employees are required to successfully complete a background check.

Energy Keepers, Incorporated, is an Indian Preference Employer. Energy Keepers, Incorporated is a federally chartered corporation, wholly---owned by the Confederated Salish and Kootenai Tribes that operates and maintains hydropower facilities and sells the electricity generated thereby.

<p>The statements contained in this job description are not all inclusive; additional duties may be assigned and requirements may vary from time to time.</p>
