

## Job Opportunities

Job Title: Chief Financial Officer/Assistant General Manager

Company Name: Steelville Telephone Exchange, Inc.

Job Description: Steelville Telephone Exchange, Inc. is seeking a highly motivated individual with proven leadership and managerial experience in an ILEC with regulated and non-regulated activities. Bachelor's degree in accounting, finance, management, marketing, or a related business field, is required along with four to five years' experience in management/supervision, telephony, financial, regulatory, and technology.

### Responsibilities:

Steelville Telephone Exchange, Inc. was founded in 1952 and offers an excellent opportunity for a dynamic individual to manage a growing company. The company serves over 4,100 customers in four exchanges, provides telecommunications services, repair services, long distance, various calling features, Skitter TV, high speed internet, deploys fiber, and rural development along with other business interests. The company has approximately 28 employees and is in Steelville, MO in the southeastern part of the state.

Directing and overseeing all aspects of the finance, accounting, budget, and tax and audit activities/functions of the company, ensuring the company remains financially viable, working closely with sales and marketing to ensure accurate forecasts, conducting effective and accurate forecasting, ensuring sufficient revenues and margins, recommending and managing a process for the timely and effective analysis of information, collaborating with colleagues to obtain the necessary information to construct forecasts, challenging the validity of information presented, providing recommendations, preparing and sharing timely reports, revising information in a proactive manner, managing the budget process and the budget itself, soliciting budget requests from each Management Team member, preparing the means for submitting timely and effective budget requests, collaborating with colleagues to explain and assist each with an effective budget management process, presenting timely and accurate budget information to the group, presenting clear and concise budget explanations, providing recommendations, demonstrating flexibility in accomplishing flexible, but effective budget management, promoting responsible budget management throughout each department, evaluating and advising on the impact of long range planning, providing strategic financial input and leadership on key issues, presenting on complex issues, communicating the short and long term impact of business decisions to all levels of the company including potential risks as well as the potential for returns, demonstrating knowledge of regulated and competitive environments, providing timely and accurate analysis of financial reports and trends, developing innovative solutions to business challenges, developing a cash flow projection process and reporting mechanism ensuring adequate cash flow to meet operating needs, evaluating company needs and requirements, working to improve the efficiency and effectiveness of processes, engaging

in regular and periodic reviews with the CEO/GM and the Board of Directors, accepting direction, managing Customer Care and Billing Department's day to day operations and supervising direct reports, ensuring the company operates efficiently and effectively by growing and enhancing the skills of the employees, conducting cross training, directing activities, delegating tasks, responding to questions, monitoring and evaluating work, mentoring, encouraging teamwork, coaching, ensuring a functional organizational chart exists and is supported, directing all proactive sales, bill collection, and implementing appropriate policies and procedures, leading the strategic planning efforts, ensuring a vision exists for the company, providing a plan for ensuring the stability of the company, identifying the planning team, gaining input from all staff, holding planning meetings, coordinating participation, establishing goals, objectives, action plans, establishing a budget, tracking progress, developing diversification strategies, evaluating demand and potential services, reporting progress toward goal accomplishment, interfacing with the CEO/GM, ensuring CEO/GM desires and direction are carried out, preparing for meetings, setting the agenda, conducting meetings, communicating with the CEO/GM between meetings, providing reports on revenues, operations, marketing efforts, projects, administering CEO/GM initiated policies, developing a capital requirements plan, working with the CEO/GM to establish an annual operating budget and continuously monitoring to ensure the company remains on track, obtaining approval for all major capital expenditures, acting as CEO/GM in CEO/GM's absence, supervising the Accounting Supervisor, ensuring necessary guidance to accomplish the work of the remainder of the Accounting Department, providing direction, giving instructions, planning, staffing, controlling, directing, providing feedback, monitoring, disciplining, training, coaching, approving leave, clarifying policy and practice, troubleshooting as requested, assisting CEO/GM in overseeing the company's compliance with all local, federal, and regulatory requirements, ensuring the company meets its compliance obligations, establishing reporting systems, receiving and reviewing reports, meeting with the responsible Team members, taking corrective action as necessary, interfacing with local and federal agencies periodically to obtain information, developing rate structures and tariff filings, ensuring all forms are filed and requirements met, and securing loans and grants for enhancing the company's facilities and rural development, remaining current on industry developments and technology, ensuring the company remains on the cutting edge of technology, reading industry journals, meeting or talking with industry experts, attending conventions, seminars, and other industry meetings, becoming active with local, state, and national organizations directly related to telecommunications to secure the longevity of the company, providing oversight for the purpose of ensuring the company remains in legal and regulatory compliance, working with employees to ensure correct rates for billing and charges and that payroll, property, sales, and income taxes are properly recorded and paid as required by law, etc.

Steelville Telephone Exchange, Inc. offers a comprehensive benefits package and a challenging work environment. Planned growth should make for an exciting opportunity. The salary is commensurate with qualifications and experience.

To be considered submit a resume and salary requirements with three professional references to:

Ron Hudson, TCA  
177 Savior Lane, Hamilton, GA 31811 or  
rhudson791531@gmail.com