

**DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS  
FAIRBANKS, AK**

**TITLE:** Sr. Financial Analyst

**DEPARTMENT:** Accounting

**REPORTS TO:** Chief Financial Officer

**WAGE RANGE:** DOE

**JOB SUMMARY:** Under the supervision of the Chief Financial Officer, the employee will perform a variety of complex financial analysis, tariff rate filing work, budgeting and forecasting, due diligence and special projects. The Sr. Financial Analyst supervises the Finance Specialists and works closely with the headquarters, site personnel, and the government, throughout Alaska.

**ESSENTIAL FUNCTIONS:**

1. Manage and Supervise Financial Specialists.
2. Rate Filing support related to tariff change analysis (capital vs. O&M), Known & Measurable calculations, and other analysis.
3. Customer interaction related to financial impacts of projects, O&M and accounting policy.
4. Participates in the monthly review and analysis of financial statements.
5. Assists in the preparation and review of financial data for management committee and banking partners.
6. Using various resources, researches and prepares reports providing company, market or industry reports in support of the corporate development function.
7. Assists in the preparation of the financial models and pro-forma financial statements used in the corporate strategic planning and corporate development processes.
8. Assist in the preparation of annual budgets, financial projections, business plans, and analyses of variances.
9. Perform special projects as assigned by CFO.
10. Assists in the preparation and dissemination of materials, coordination of meetings and other activities associated with the Accounting department.
11. Other duties as assigned.

**JOB SPECIFIC COMPETENCIES:**

1. Analytical Skills- Visualize, articulate and solve a variety of problems and concepts. Recommends appropriate decisions based on available information.
2. Attention to Detail- Ensures one's own and other's work and information are complete and accurate.
3. Communication Skills- Listens, writes, and speaks effectively. Positively relates and interacts with co-workers and others.
4. Decision Making- Makes choices or reaches conclusions by establishing objectives, gathering relevant information, identifying alternatives, setting criteria for the decision, and selecting the best option.
5. Dependability- Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable, and maintains team morale.
6. Planning and Organizing- Systematically develops plans, prioritizes, organizes and manages resources in order to accomplish business goals within a specific time period.

7. Problem Solving- Anticipates and identifies problems, distinguishes between symptoms and causes, and determines alternative solutions involving varied levels of complexity, ambiguity and risk.
8. Quality Management- Integrates organizational functions (i.e., marketing, finance, design, engineering, and production, customer service, etc.) to focus on meeting customer needs and organizational goals.
9. Time Management- Manages time effectively when accomplishing tasks, projects, and goals.
10. Willingness to Learn- Willing to learn new skills or techniques to meet the demanding changes of job duties and responsibilities.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree in accounting or finance required and at least five years' experience.
2. Experience in analyzing and interpreting financial data.
3. Demonstrated ability in compiling and working accurately with large quantities of data.
4. Proficient in the use of Microsoft Office applications with ability to learn industry specific software.
5. Supervisory and leadership experience preferred.
6. Excellent verbal and written communication skills.
7. Valid Alaska Driver's License.
8. Must be eligible to work on a military installation in Alaska.

**CONDITIONS AND ENVIRONMENT:** The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

**HOURS OF WORK:** Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed.

**EMPLOYMENT CLASSIFICATION:**

Exempt/Full-time Regular

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Employee Signature

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Date