

**Doyon Utilities, LLC**  
**Job Description**

<b>JOB TITLE</b>	Financial Analyst	<b>LOCATION</b>	HDQ Accounting
<b>REPORTS TO</b>	Sr. Financial Analyst	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F/8am-5pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	06/06/19

**JOB SUMMARY:** Under the supervision of the Senior Financial Analyst, the employee will perform a variety of complex financial analysis, budgeting and forecasting, due diligence and special projects for Doyon Utilities. The Financial Analyst will work closely with the headquarters, site personnel, and the government at various sites in relation to special projects.

**ESSENTIAL FUNCTIONS:**

1. Mentor Financial Specialist(s).
2. Perform economic research and studies in the areas of rates of return, depreciation, investment opportunities, and impact of governmental requirements.
3. Provide analytical support to all Sites and to Headquarter cost centers.
4. Coordinate with operations and accounting personnel to develop and maintain key drivers for business performance for analyses use.
5. Assist in the development of key performance indicators including areas of revenue, expenses, and capital expenditures to aid in analysis of current, past and future trends.
6. Analyze trend and variances and work with upper management to recommend improvements accordingly.
7. Prepare Property Tax reporting and analysis.
8. Quarterly capital review with DPW/COR by post.
9. Monitors Contributions in Aide of Construction (CIAC) accounts and invoicing.
10. Assists in the preparation of annual budgets, quarterly forecasting, financial projections, business plans, and analysis of variances.
11. Assist in preparation of rate case workflow, revenue requirements, report development, discovery, and documentation.
12. Perform special projects as assigned by supervisor
13. Assists in the preparation and dissemination of materials, coordination of meetings, and other activities associated with the accounting department.
14. 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. Willingness to Learn- Willing to learn new skills or techniques to meet the demanding changes of job duties and responsibilities.
9. 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.
10. Time Management- Manages time effectively when accomplishing tasks, projects, and goals.

**REQUIRED QUALIFICATIONS:**

1. Experience in analyzing and interpreting financial data.
2. Demonstrated ability in compiling and working accurately with large quantities of data.
3. Proficient in the use of Microsoft Office applications with ability to learn industry specific software.
4. Excellent verbal and written communication skills.

**PREFERRED QUALIFICATIONS:**

1. Utility accounting experience.
2. Experience with reporting tools and data retrieval.
3. Experience in negotiation or Government contracting.

**CONDITIONS OF EMPLOYMENT:**

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.

**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.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in accounting or finance required
2. Minimum of 5 years of related job experience required.
3. Professional licensing preferred, CMA or CPA.

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Employee Signature

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Date