

Doyon Utilities, LLC
Job Description

JOB TITLE	Sr. Financial Analyst	LOCATION	HDQ Accounting
REPORTS TO	Chief Financial Officer	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F/8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	05/04/2018

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. Research related to GAAP and regulatory treatment of company policies and processes.
12. 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. 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. Supervisory and leadership experience preferred.
5. Excellent verbal and written communication skills.

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, CPA or CMA

Employee Signature

Date