

Doyon Utilities, LLC
Job Description

JOB TITLE	Regulatory 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	\$84,443 – \$103,994 DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	6/23/2020

POSITION OBJECTIVES: The position reports to the Chief Financial Officer. The position gathers, analyzes, and formats financial data, and develops and prepares revenue requirement studies for filing with the Regulatory Commission of Alaska (RCA). The Regulatory Analyst is responsible for implementing strategic plans, policies and procedures and suggesting internal system controls in accordance with regulatory requirements or related to regulatory matters and strategies; provide support to regulatory-related consultants, including to assemble required information and data; to assemble and submit routine filings to the RCA, including Annual Reports, periodic and annual outage reports, and Regulatory Cost Charge reports; and to respond to Customer and RCA inquiries and complaints related to regulatory financial reporting. The position is expected to possess analytical skills, the ability to develop and utilize complex spreadsheets, the ability to develop knowledge of utility tariffs and regulatory policy, and to be able to comprehend and analyze regulatory issues.

The regulatory analyst is expected to attain the skills and experience that would allow them to progress to the Sr. Regulatory Analyst role.

ESSENTIAL JOB FUNCTIONS:

1. Gather, analyze, and report financial and project data for incorporation into and preparation of revenue requirement studies, depreciation studies, and accounting-related operating procedures;
2. Utilize spreadsheet models based upon regulatory and cost accounting theory and practice;
3. Collaborates with the Regulatory Manager to prepare responses to RCA staff utility audits and review of utility filings;
4. Assists the CFO in responding to customer and RCA inquiries and complaints related to financial reporting submitted to the RCA;
5. Provide guidance to utility staff on regulatory accounting matters;
6. Prepare quarterly regulatory forecast reports and projections for legal counsel;
7. Assist legal counsel and regulatory department in preparing and presenting rate cases, including assembling documents and data requested during discovery and to assist counsel during hearings and cross examination of witnesses, and on request by Regulatory Manager, provide support to regulatory consultants and legal counsel;
8. Assemble and submit routine filings to the RCA, including the annual report, outage reports, and RCC reports;
9. Prepare the Long-Range Forecast;
10. As directed by the CFO, plan, supervise and/or implement fiscal, regulatory and administrative work related to the annual revenue budget;
11. Works cooperatively and collaborates with the Regulatory Manager and administrative staff, including reviewing service area amendments, utility tariff matters, and correspondence prepared by the Regulatory Manager; review of rate litigation materials such as testimony, exhibits, and tariff advice

- letters prepared by the regulatory department to support revenue requirement and depreciation studies; and providing routine filings to the Regulatory Manager for pre-filing review;
12. Other duties as assigned.

JOB SPECIFIC COMPETENCIES:

1. Analytical Skills: Visualizes, articulates and solves a variety of problems and concepts and makes appropriate decisions based on available information.
2. Attention to Detail: Ensures the work prepared by the Analyst, and the work on which the Analyst relies from others, is complete and accurate.
3. Communication Skills: Listens, writes, and speaks effectively. Ability to explain accounting and regulatory concepts to lay audience. Positively relates and interacts with co-workers and others.
4. Decision Making: Reaches conclusions and makes suggestions in accordance with objectives, gathering relevant information, identifying alternatives, suggesting criteria for the decision, and recommending the best option within the framework of general accounting, cost accounting, and regulatory practice.
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, and 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. Employee may be required to consult with a wide variety of utility personnel and external sources such as legal counsel and regulatory consultants for assistance with complex matters.
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; works effectively with multiple critical events occurring concurrently.
10. Willingness to Learn: Willing to learn new skills, techniques, and software to meet the demanding changes of job duties and responsibilities.

SKILLS AND QUALIFICATIONS:

1. Demonstrated ability to compile and accurately work with large quantities of data.
2. Demonstrated ability to use database reporting tools.
3. Excellent computer skills; proficient in accounting software, Windows based spreadsheets/word processing package. Ability to learn and use various company software packages.
4. Excellent verbal and written communication skills.
5. Knowledge of generally accepted accounting principles.
6. Ability to meet deadlines and skilled in organizing work materials and time.

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. Some travel is required. During rate case litigation, long hours may be required as would be out of state travel for negotiations. 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 TRAINING:

1. Bachelor's degree in accounting or finance.
2. Minimum of three years' experience in analyzing and interpreting financial data.
3. Experience in regulated utility accounting preferred.
4. Experience in excess of objectives listed above may qualify candidate for the Sr. Regulatory Analyst upon hire.