



Submit resume and cover letter by March 8, 2018 to:
Northern Water
220 Water Avenue
Berthoud, CO 80513 careers@northernwater.org Preferred

Posted: March 2, 2018
By: LB
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By:

Job Specifications

Financial Analyst

Date: November 2018

Division/Department: Financial Services Department

Reports To: Financial Services Department Manager

Type of Position: Full-time Part-time

Hours: 40/week

Status: Exempt Nonexempt

General Statement

This position is responsible for the analysis of financial information by collecting, monitoring, and studying data.

Duties and Responsibilities

- Work with departments to develop and monitor operating budgets and preparation of annual budget reports.
- Provide information to departments and management to facilitate analysis of budget variance and financial trends.
- Participate in the preparation of the five-year capital improvement plan by researching, updating and analyzing data and meeting with departments.
- Provide support for indirect cost allocation and cost of services studies.
- Assist in preparing the *Forward Guidance* document for future wholesale water assessments.
- Support annual updates to the financial rate model.
- Participate in the implementation of an indirect cost allocation plan including software configuration.
- Review allotment agreements, intergovernmental agreements and other contracts in terms of their financial impacts.
- Gather costs and help prepare external annual billings for pipeline and pump station assessments.
- Support in the preparation of the C-BT carriage delivery charges and Windy Gap assessments.
- Support water rate planning.
- Implement the indirect cost allocation plan and help in the charges for services preparation.
- Facilitate charges for services including internal and external labor charges.

- Perform financial modeling of revenues and expense streams.
- Perform financial research and development.
- Support debt management related matters, including issuance of debt, management of financial instruments and agreements, and managing relationships with rating agencies.
- Assist in maintaining the project accounting.
- Participate in the upgrades of the Enterprise Resource Planning (ERP) system and implementation of a new budget system including detailed testing and preparation of test scripts and user guides.
- Assist in external audit process.
- Provide financial technical assistance to other departments.
- Provide training as needed.
- Other duties as assigned.

Training Experience and Education Requirements

Training Experience Required

- Seven (7) years of financial management experience or accounting, preferably in the utility industry. Advanced experience in governmental budgeting theories and practices.

Education Required

- Bachelor of Science Degree in Finance, Accounting, or Business Administration with concentration in Accounting or Finance. Master of Business Administration is desired.

Certifications:

- Certified Public Accountant and/or Chartered Global Management Accountant preferred.

Knowledge, Skills, and Abilities

Knowledge

- Functional knowledge of Enterprise Resource Planning (ERP) system.
- Strong understanding of generally accepted accounting principles.
- Knowledge of principles, practices, methods and theories of budget and finance.
- Knowledge of and strong background in problem solving and using financial theories.

Skills/Abilities

- Ability to maintain independence, objectivity and professional integrity in all circumstances.
- Skilled in techniques and methods used in financial analysis.
- Ability to communicate effectively in oral and written forms.
- Managing one's own time.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Communicating effectively in writing as appropriate for the needs of the audience.

Knowledge in the following areas is desired:

- Cost of service models.
- Strategic planning.

Physical Requirements

- Occasional physical activity is required, including walking, bending, stooping or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Other Requirements

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.