



Position Title: Senior Analyst – Analytical Services

Department / Section: Analytical Services

Reports to: Manager, Analytical Services

Summary:

Under broad supervision, this position performs cost of service analyses and rate design for participants with the primary focus being electric utility. The position is responsible for providing accurate and timely deliverables that include rate design presentations, rate research, competitive assessments, retail billing, retail cost information, load and market research in addition to other economic, financial and marketing related studies. This position also requires a high level of analytical skills and encourages new and strategic approaches to mainstreaming current and future processes.

Key Responsibilities/Accountabilities:

1. Prepares and presents Cost of Service Studies (rate study) and retail rate design for member cities.
2. Designs, implements, and tracks Power Cost Adjustments.
3. Conduct audit of utility bills. Compute charges based on approved rates and usage inputs. Compare these charges against actual bills generated by the billing system. And investigate and document discrepancies.
4. Assist members with troubleshooting and correcting billing errors.
5. Prepares monthly report on P&L, key performance indicators and sales statistics.
6. Prepare/review retail bills.
7. Implement and verify rates.
8. Coordinate On-Bill Financing program and approves applications based on program requirements. Processes loans after work are completed. Assists in audit of the program by Georgia Environmental Financing Authority.
9. Assists in special projects: competitive pricing, economic analyses, general business analyses, utility best practices, utility policies and procedure, pricing research, Georgia Public Service Commission's filings, US Energy Information Administration filings, Green Power program purchases, and others.

Qualifications:

Position requires the candidate to possess the following:

- A bachelor's degree in engineering, economics, computer information systems, mathematics, business or a related field from an accredited college or university with 5 or more years of utility work experience is preferred.
- Utility and/or government/municipal accounting background preferred.
- Practical knowledge and demonstrated ability to apply fundamental concepts in finance and accounting.
- Outstanding analytical and problem-solving ability.
- Ability to learn quickly, focus on detail and accuracy.



- Ability to process small to medium datasets (ranging from hundred thousand to 1 million+ rows of record) with Excel.
- Ability to travel for meetings, conduct presentations and on-site work (approximately 10% of the month depending on workload).
- Self-starters, multi-tasking capable, highly adaptive to changing circumstances and priority.
- Good written and oral communication skills.
- Experience with utility billing software (e.g. BS&A, Tyler Incode, Edmunds, Munis) is a plus.

Number of Reports: N/A

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

To Apply:

Please email resume to the following:

Electric Cities of Georgia, Inc.
Attn: Senior Analyst, Analytical Services
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