



**Position Title:** Senior Analyst – Analytical Services

**Department / Section:** Analytical Services

**Reports to:** Director, 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 and secondary being water/sewer/natural gas. The position is responsible for providing accurate and timely deliverables that include rate design presentations, rate research, competitive assessments, billing, retail cost information, load and market research in addition to other economic, financial and marketing related studies.

**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. Prepares monthly report on P&L, key performance indicators and sales statistics.
5. Prepare/review retail bills.
6. Implement and verify rates.
7. Coordinate On-Bill Financing program and approves applications based on program requirements. Processes loans after work is completed. Assists in audit of the program by Georgia Environmental Financing Authority.
8. 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 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.
- 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 work with small to medium dataset (ranging from hundred thousand to 1 million+ rows of record).
- Ability to travel for meetings, conduct presentations and on-site works (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.

**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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