



Position Title: Principal Analyst – Analytical Services

Department / Section: Analytical Services

Reports to: Manager, Analytical Services

Summary:

Under broad supervision, this position provides expert consulting services to member cities primarily in the areas of electric utility cost of service, rate design and other electric rate analyses. These services are provided to ensure that rates are sufficient to meet financial requirements, recover costs in an equitable manner and remain as competitive as possible with other electric suppliers. The position is also responsible for rate research, competitive assessments, sales revenue projections, monthly billing, billing and data issue analyses, retail cost information, load and market research in addition to other economic, financial and marketing related studies.

Key Responsibilities/Accountabilities:

1. Prepares Cost of Service (COS) and Retail Rate studies for member cities including collection and development of project data, completion of analyses and development of technical reports and presentations.
2. Develops long-term rate strategies including 10-year revenue and expense projections, competitive analyses, multi-year rate design and other financial analyses as part of rate proposals.
3. Presents COS Retail Rate studies and other rate related topics to member cities' leadership teams, city councils and utility commissions. Participates in Member city town hall/public meetings for electric rate related issues as needed.
4. Assists in the development of specialized rate strategies and design.
5. Designs, implements, and tracks Power Cost Adjustments for members -- including ongoing review of Member cities' financials and review of Member city financial objectives.
6. Maintains and updates industry best practices for electric rate design.
7. Reviews and analyzes billing data to ensure data and billing issues are found and communicated to Member cities. Develops summary reports of issues. Communicates and assists Member city staff to correct any issues.
8. Revises and updates Cost of Service study and rate design models to improve efficiency, understandability and ease of use.



9. Assists in development of marginal and embedded cost models and retail rate design programs.
10. Assists in special projects in the areas of competitive pricing, economic analyses, general business analyses, major & key account program, contract billing, pricing research, power cost adjustments and other competitive issues as required by member cities.
11. Assists in the development of computer models and databases as needed.
12. Assists in other work-related projects as assigned.
13. Supports other areas of the department on projects as needed.
14. Provides training/assistance to Pricing Analyst and Senior Analyst.
15. Assists with the review of other Analytical Services work including bill reviews, water and sewer cost of service and rates, Monthly Director's Report and benchmarking.
16. Assists with the implementation and verification of adopted rates for Member cities.
17. Assists Member city staff with billing and other electric rate inquiries as needed.

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 (10 - 15) years of related work experience.
- Ideal candidate should have at least 5 – 10 years of prior utility work experience, including but not limited to finance, accounting, billing and operations.
- Utility and/or government/municipal accounting background preferred.
- Practical knowledge and demonstrated ability to apply fundamental concepts in finance and accounting. Understanding of cost-allocation is a plus.
- Excellent problem solving and analytical skills.
- Expertise in Microsoft Office products (specifically Word, Excel, Power Point and Outlook) and Adobe Acrobat.
- Being able to maintain the highest level of integrity, professionalism, and confidentiality
- Self-starters, multi-tasking capable, highly adaptive to changing circumstances and priority.



- Excellent 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, fax or mail resume to the following:

Electric Cities of Georgia, Inc.

Attn: Principal Analyst – Analytical Services

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