



Chugach Electric Association, Inc.
Position Description

Financial Analyst – Budget & Financial Reporting

Summary

Evaluate and perform financial analysis to support Chugach’s regulatory environment, business planning, financial forecasting and financial management under general supervision.

Essential Functions

- A. Evaluate and implement methods to conduct appropriate financial analysis.
- B. Assist in the development and management of the Association’s compliance with financial reporting requirements and debt covenants.
- C. Participate in the analysis of accounting and reporting compliance changes.
- D. Contribute to the update of the Association’s Capital Improvement Plan (CIP)
- E. Contribute to the update and development of the Association’s Financial Forecast (FF).
- F. Perform analysis and reporting associated with actual results compared to budget and reports on the financial implications of major transactions.
- G. Contribute to the development of the annual corporate operating and capital budget.
- H. Contribute to the analysis of major capital projects actual results compared to budget.
- I. Create budget status reports.
- J. Support the development of the Association’s Treasurer’s Report included in the Annual Report and annual membership meeting.
- K. Participate in the development of the Association’s Return of Organization Exempt from Income Tax, IRS Form 990.
- L. Prepare financial reporting updates to outside organizations.
- M. Assist in the development of Association’s financing registration statements or similar documents as required.
- N. Develop timely financial reports and accounting information for use by other departments of the Association, as needed.
- O. Support the conversion and automation of budget systems including monthly internal financial reporting system and budget preparation module.
- P. Prepare budgets for areas which have no cost center manager.
- Q. Provide company-wide training for the Association’s budget versus actual analysis tools.
- R. Analyze and research the effects of financial transactions and their compliance with financial reporting.

Reports To: Manager, Budget & Financial Reporting	Department: Finance	Location: Anchorage	Position Type: Full Time	pg. 1
FLSA Classification: Non-Exempt	Bargaining Group: N/A	Job Code: 2101/1331	Salary Grade: 8	Effective: April 2024



**Chugach Electric Association, Inc.
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- S. Ensure that data collection and analytical efforts among various departments are consistent and appropriate.
- T. Provide information to holders of the corporation’s bonds and bond rating agencies, as required, under general supervision.
- U. Test financial results against compliance requirements.
- V. Participate in financial information system conversions.
- W. Participate in the preparation of the annual Audited Financial Statements and in the coordination of those statements with outside accounting firm.
- X. Prepare annual audit schedules and participate in the coordination of annual audit schedules with outside legal counsel and outside accounting firm.
- Y. Assist with internal control compliance and related testing, as needed.
- Z. Participate in the calculation of bondable additions, as needed.
- AA. Assist with analysis in support of regulatory needs.
- BB. Manage special projects as assigned.
- CC. Other duties as assigned.

Relationships

Internal

- Manager, Budget & Financial Reporting: Report to, receive direction from.
- CFO, Executive VP, VP and Managers: Provide requested information and reports.
- Finance Department Managers: Work with; exchange information and provide assistance as required.
- Other Chugach manager and staff: Coordinate with and provide information to.

External

- Bargaining Unit Representatives
- Independent Auditors: Provide source documents as necessary. Assist with auditor annual audits.
- Outside Legal Counsel: Provide information as necessary.
- Regulators: Provide financial information and analysis as required.
- Bondholders: Provide financial information as required.
- Lenders: Provide financial information as required.

Competencies

1. Knowledge of accounting and financial analysis principles and procedures required.

Reports To: Manager, Budget & Financial Reporting		Department: Finance		Location: Anchorage	Position Type: Full Time	pg. 2
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**Chugach Electric Association, Inc.
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2. Knowledge of electric utility operations and the FERC system of accounts desirable.
3. Superior analytical and communication skills required.
4. Ability to accomplish report preparation and departmental work in a timely manner is required.
5. Must be able to use a personal computer and should be proficient in the use of spreadsheet software.
6. Must have the ability to become proficient with a variety of database software packages.
7. Ability to work well with all levels of management.
8. Ability to work under minimal supervision.

Supervisory Responsibility

This position has no supervisory responsibility but assigns work and provides guidance to the stakeholders during the budgeting process.

Work Environment

Work is performed in a standard office environment. Occasional late hours due to deadlines and seasonal workloads may be required. Occasional travel may be necessary.

Signatures

Reports To: Manager, Budget & Financial Reporting		Department: Finance	Location: Anchorage	Position Type: Full Time	pg. 3
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Chugach Electric Association, Inc.
Position Description

Financial Analyst– Budget & Financial Reporting

Minimum Qualifications and Experience

Education

Bachelor's degree in Accounting, Business Administration, Finance or Economics required. Additional specialized training in computer science, financial management and economics desirable. CPA or CMA candidate preferred.

Experience

Two (2) years of professional level accounting experience required, preferably with a utility. Experience working in a union environment preferred.

Reports To: Manager, Budget & Financial Reporting	Department: Finance	Location: Anchorage	Position Type: Full Time	pg. 5
FLSA Classification: Non-Exempt	Bargaining Group: N/A	Job Code: 2101/1331	Salary Grade: 8	Effective: April 2024



Chugach Electric Association, Inc.
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Senior Financial Analyst– Budget & Financial Reporting

Minimum Qualifications and Experience

Education

Bachelor's degree in Accounting, Business Administration, Finance or Economics required. Additional specialized training in computer science, financial management and economics desirable. CPA or CMA candidate preferred.

Experience

Five (5) years of professional level accounting experience required, preferably with an utility. Experience working in a union environment preferred.

Reports To: Manager, Budget & Financial Reporting	Department: Finance	Location: Anchorage	Position Type: Full Time	pg. 5
FLSA Classification: Non-Exempt	Bargaining Group: N/A	Job Code: 1331	Salary Grade: 10	Effective: April 2024