



**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.

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



**Chugach Electric Association, Inc.  
Position Description**

- 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.

<b>Reports To:</b> Manager, Budget & Financial Reporting		<b>Department:</b> Finance		<b>Location:</b> Anchorage	<b>Position Type:</b> Full Time	<b>pg. 2</b>
<b>FLSA Classification:</b> Non-Exempt	<b>Bargaining Group:</b> N/A	<b>Job Code:</b> 2101/1331	<b>Salary Grade:</b> 8	<b>Effective:</b> April 2024		



**Chugach Electric Association, Inc.  
Position Description**

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**

<b>Reports To:</b> Manager, Budget & Financial Reporting		<b>Department:</b> Finance	<b>Location:</b> Anchorage	<b>Position Type:</b> Full Time	<b>pg. 3</b>
<b>FLSA Classification:</b> Non-Exempt	<b>Bargaining Group:</b> N/A	<b>Job Code:</b> 2101/1331	<b>Salary Grade:</b> 8	<b>Effective:</b> April 2024	



Chugach Electric Association, Inc.  
Position Description

Reviewed and Approved by:

*Karen Griffin*

VP, Finance & Accounting

Date 05/07/2024

*[Signature]*

VP, Human Resources

Date 05/07/2024

<b>Reports To:</b> Manager, Budget & Financial Reporting	<b>Department:</b> Finance	<b>Location:</b> Anchorage	<b>Position Type:</b> Full Time	<b>pg. 4</b>
<b>FLSA Classification:</b> Non-Exempt	<b>Bargaining Group:</b> N/A	<b>Job Code:</b> 2101/1331	<b>Salary Grade:</b> 8	<b>Effective:</b> April 2024



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.

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



Chugach Electric Association, Inc.  
Position Description

## 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.

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