



CITY OF BANNING, CALIFORNIA

Utility Financial Analyst

Job Code: 5028

FLSA **Exempt** **Non-Exempt**

JOB DEFINITION: Under general direction of the Electric Utility Director, performs administrative, technical and analytical analysis for the Electric Department in general accounting, budgeting, contracting, utility billing, and energy accounting, including energy transaction analysis, cost of service studies and retail rate analysis. Supervises the City's Public Benefit Programs and Field Services operations and the activities of assigned personnel.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Develops and maintains databases and spreadsheets to analyze, monitor and validate the Electric Utility's expenses, revenues, retail consumption, distribution and losses. Identifies and recommends opportunities for cost savings. Monitors and analyzes the utility's fiscal condition, and assists in the preparation and oversight of the departmental budget. Creates reports to inform upper management and track data. Validates and approves power purchase invoices.

Acts as the City's liaison with the California Independent System Operator (CAISO); prepares and submits periodic reports and documentation as required.

Reviews and evaluates pertinent regulatory issues for potential impact on the City. Prepares and submits a variety of reports as required by various Federal and State agencies and other entities with electric utility oversight authority.

Supervises the development and implementation of qualified programs and services, as funded by the State mandated Public Benefit Charge, for industrial, commercial and residential Electric Utility customers. Directs, monitors and evaluates the activities of assigned personnel to ensure effective administration of the City's Public Benefit Programs.

Reviews and maintains a working knowledge of the Electric Utility's various contracts and agreements. Reviews and evaluates documents, correspondence and reports from a variety of agencies and determines the potential impact on the City. Manages special projects, interfaces with vendors, contractors and City personnel and ensures satisfactory completion of projects. May represent the City at a variety of meetings pertaining to the Electric Utility operations.

Performs other duties as assigned or required.

(continued on reverse side)

CITY OF BANNING, CALIFORNIA

Utility Financial Analyst

Job Code: 5028

KNOWLEDGE and SKILLS:

- Knowledge of accounting and finance methods and procedures.
- Principles and practices of budget administration.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles.
- Knowledge of research methods and procedures.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
 - Skill in assessing and prioritizing multiple tasks, projects and/or demands.
 - Skill in working within deadlines to complete projects and assignments.
 - Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
 - Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
 - Skill in operating a personal computer utilizing a variety of software applications, including Microsoft Excel and Word.

MINIMUM QUALIFICATIONS: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utility Financial Analyst. A typical way of obtaining the required qualifications is to possess a Bachelor's degree in Accounting, Business Administration, Finance or a related field **AND** three (3) years of experience in electric utility accounting, energy systems or transactions analysis, or governmental accounting.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.