



JOB DESCRIPTION

Job Title: Financial Analyst
Department: Accounting and Finance
Reports To: Finance and Purchasing Manager

FLSA Status: Exempt
Represented by the Association: No

Job Summary: This position conducts economic analyses in support of business decisions relating to the marketing, regulatory and operating efforts of the Company along with performing the treasury functions for the department.

Essential Job Duties and Responsibilities:

Analyst

- Develop analytical models by using creative problem solving skills and mathematical and/or statistical modeling techniques; prepare both quantitative and qualitative reports and be prepared to present the reports when required to do so.
- Prepare various studies, such as identify and determine optimal prices and rate structures, identify projected demand level and growth rates for services, identify the profitability and competitiveness of existing and new services, identify the financial impact of industry changes, and conduct analysis of business initiatives that support the goals and objectives of the company.
- Prepare cost analyses to support proposed pricing for goods and services for both the regulated and non-regulated business initiatives.
- Prepare or support the preparation of responses to data requests from regulatory commissions, interveners and governmental agencies.
- Complete special projects at the direction of the Finance and Purchasing Manager that support corporate development of business opportunities, joint ventures, acquisitions and divestitures.

Treasury

- Perform treasury functions including cash management, debt service and compliance, and banking relations.
- Provide cash flow forecasting and modeling to assist Finance and Purchasing Manager in cash flow management.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - company policies, procedures, products and services.
 - statistical software, as well as all Microsoft applications such as Word and Access.
 - general office practices and procedures.
 - corporate finance and microeconomic theory.
 - time management and organizational skills.
- Skill to:
 - write original material, edit, proofread and finalize written material.
 - gather and report numerical data and produce statistical reports.
 - operate various office equipment such as a computer, copy and fax machines, and multi-

line telephone.

- utilize Excel with exceptional proficiency.

▪ Ability to:

- work independently.
- think analytically, be a problem solver and apply those skills in constructing models, collecting data to populate the models and produce model results.
- communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- report results of analysis both written and as part of public presentations.
- work completely and accurately under time constraints and deadlines.
- read, analyze, and interpret reports.
- provide excellent customer service.
- work in a safe and effective manner.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

Bachelor's degree in economics, business, finance, mathematics or a closely related field is required. A graduate degree in economics or finance is preferred; 1 - 3 years of experience in an analyst position where the application of economic, financial, market and/or statistical techniques and models are used to perform analysis in support of business decisions, preferably in the telecommunications industry. Experience in presenting analysis results is desirable.

Physical and Other Requirements:

This position may require 8 to 10 hour days, flexible hours and some weekends.

| Physical Requirements | 0-24% | 25-49% | 50- 74% | 75-100% |
|--------------------------------------------------------------------------------------------------------------|-------|--------|---------|---------|
| Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment. | | | | X |
| Hearing: Must be able to hear well enough to communicate with employees and business contacts. | | | | X |
| Standing/Walking: | X | | | |
| Climbing/Stooping/Kneeling: | X | | | |
| Lifting/Pushing/Pulling: | X | | | |
| Fingering/Grasping/Feeling: | | | | X |

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Additional Information:

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement
Revised: 4/5/2017

Date