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Financial Analyst | Utility Rate Group

About the Position: This opening is for a Utility Rate Analyst who will play an important frontline role in providing core consulting services to municipal utility clients. It requires a combination of skills and knowledge including: finance, quantitative analysis, financial modeling, governmental accounting practices, public relations and local government financial management. This position would be located in our Temecula office, and will report to the Director of the Utility Rate Group, while working with the other consultants and analysts in the group.

As the Analyst progresses and takes on more advanced roles (i.e. Consultant or Project Manager), there will be increased opportunity for interaction with client's staff such as Finance Director, Public Works Director, CFO, General Manager, Assistant General Manager, etc. The career-path for this position can eventually include making presentations in public forums (City Council/Board meetings), project management and marketing/business development activities such as attendance and presentations at industry conferences/seminars, writing proposals and participation in sales interviews.

Limited part-time employment could be provided if the selected candidate is completing their degree by June 2018.

Position Requirements:

- Two to three year's work experience in finance, accounting, engineering and/or local government.
- Minimum of Bachelor's degree in Business, Economics, Finance, Engineering, Mathematics, Environmental or Natural Resources or related degree. Master's Degree, MBA or MPA a plus.

Primary Duties: The Analyst is responsible for working on a number of projects for our public agency clients. Work will include:

- Developing and manipulating MS-Excel based financial planning and rate analysis models.
- Analyzing and manipulating large and complex data sets extracted from public agency financial/accounting systems such as financial reports, customer billing data, water consumption data and wastewater treatment plant loading data.
- Reading and interpreting public agency data such as comprehensive annual financial reports, budgets, capital improvement plans, source of water supply records, contracts, legal opinions, engineering studies such as system master plans, water management plans, etc.
- Developing long-range financial plans for utilities; this includes evaluating financial metrics, reserve funds and appropriate target reserve fund levels, capital improvement program funding and rate adjustment strategies.
- Writing technical memorandums and comprehensive study reports.
- Preparing materials for presentations.
- Limited travel required.

Skills and Attributes to Success: The following skills and attributes are important for a candidate to be successful and progress in this position:

- Problem solving and organizational skills.
- Strong analytical and financial modeling skills, including the ability to interpret analytical results.
- Strong data management and manipulation skills, including the ability to retrieve data from multiple sources, determine relevance, organize, and convert to a useful format.
- Proficient MS-Excel skills. Specifically, use of MS-Excel functions such as: data referencing (V-LOOKUP, H-LOOKUP, INDEX, MATCH), conditional statements (IF, MAX, MIN); and MS-Excel functionality such as: pivot tables, creating graphs and charts.
- Advanced knowledge of Microsoft Word, Outlook and PowerPoint.
- Excellent written and verbal communication skills, with the ability to explain complex topics in “laymen’s” terms.
- Eagerness to work as an integral member of a team, adjust workload to help others when needed and accommodate client deadlines that are subject to change.
- Ability to prioritize and manage multiple tasks efficiently and with great attention to detail.
- Interest in the industry practices, policies, and politics of California’s Water industry.
- Ability to handle a flexible schedule, meaning it’s not always an 8-hour day. We typically balance multiple deadlines at once, evening meetings, and travel demands that occasionally make for a long work day.