



<b>Position:</b>	Settlement Analyst
<b>Salary:</b>	Negotiable depending on training, education, and experience
<b>Employment Status:</b>	Full time, exempt position with full benefits to be offered at time of employment
<b>Supervised By:</b>	Settlements Manager

### **GENERAL SUMMARY**

The Settlement Analyst is an integral part of the finance component of Energy Keepers, Inc (EKI). The incumbent, in conjunction with the Back Office team, will perform, enhance, and streamline the back-office components of settlements and the checkout process in accordance with EKI's Energy Risk Management Policy (ERMP). This results in the stable, reliable, and efficient operation of complex settlement and checkout processes resulting in accurate related accounting processes. The incumbent will support the organization through in-depth data analysis, reconciliations, reporting and invoicing. The incumbent must understand and apply professional communication, analytical, business acumen, and problem-solving skills to help identify, communicate, and resolve transactional, market, and related counterparty discrepancies. Routinely verifies the accuracy of invoices and other documents or records. The incumbent is responsible for working with internal employees, management, and external counterparties to reconcile monthly activity, reports, invoices and related documents. All efforts are conducted within the guidelines and policies established by the CEO and consistent with EKI's corporate values.

### **ESSENTIAL DUTIES**

Protect the financial integrity of EKI by providing continuous, independent oversight of related back-office activities governed by the ERMP that may materially impact EKI's risk profile.

Responsible for a variety of technical and administrative functions as part of the process of conducting EKI's monthly settlement and checkout, including familiarity with the relationship between front, middle, and back-office and how each one works with the other.

Performs back-office functions related to power, transmission, and hedging transactions to include research related to cuts, curtailments, reconciliations, and variances.

Prepares settlement and checkout communications, invoices, internal and regulatory reports, and statistical analysis of all such transactions

Provides and takes ownership of the accurate and timely settlement, billing, analysis, processes, and related internal and external reporting services.

Develops solid understanding of settlement and related internal control practices and principles, including related accounting controls.

Professionally communicates with counterparties, asking questions and providing reliable and efficient customer service.

Contributes to and performs the development and design of current and new processes and procedures including generating and implementing process efficiencies.

Maintains Settlement and checkout procedures and documentation.

Preparation of monthly revenue accrual determined by settlement/checkout process.

Plays a support role for internal and external audits related to Back Office settlement functions.

Provides backup for department for appropriate day-to-day functions.

Performs other duties as assigned.

### **SCOPE OF RESPONSIBILITY**

This position operates under moderate supervision. Decisions are made within prescribed operating procedures and guidelines. This position encounters regular, recurring work situations of moderate complexity with occasional new and varied work situations.

Contacts are internal throughout the organization, external with counterparties and third-party providers.

All employees have the responsibility to both the customer and their co-workers to do the job right the first time and to ensure the customer needs are being met.

## **SPECIFIC SKILLS AND KNOWLEDGE**

Excellent working knowledge of settlement accounting procedures and principles with financial derivative experience desired.

Strong understanding of the energy market.

Experience in the California Independent System Operator (CAISO) or other ISO to include bundled environmental products is required.

Strong knowledge of back office internal controls.

Strong computer skills; experience with MS Office. Intermediate to Advanced MS Excel skill level preferred.

Strong experience with Energy Trade and Risk Management (ETRM) software preferably OATI products.

Strong organization skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Must be able to manage time effectively to meet individual, departmental, and corporate goals.

Demonstrated ability to lead a group, project, or program.

Excellent verbal, non-verbal, and written communication skills with ability to achieve understanding and open communication.

Able to demonstrate strong analytical ability.

High level of integrity demonstrable by personal standards.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting, Finance, Mathematics, or other appropriate degree from an accredited university; 2+ years of relevant industry or accounting experience; advanced degree is a plus.

## **WORK CONDITIONS**

Normal working hours are 8:00 a.m. to 4:30 p.m. Mountain Time Monday through Friday. Position may require extended working hours with the possibility of weekend and holiday work, as required by schedules and workload.

Some travel may be required to meet project requirements. Normal work will be remote, but some work may be at the plant or an industrial environment, requiring protective clothing and equipment.

All employees will participate in the Fitness for Duty Program. This program includes pre/post-employment physical examinations and drug screening. All employees are required to successfully complete a background check.

### **APPLICATION PROCESS**

Please submit your application materials including EKI application, found in the careers section at [www.energykeepersinc.com](http://www.energykeepersinc.com), with a cover letter, and resume to [applications@energykeepersinc.com](mailto:applications@energykeepersinc.com).

*Energy Keepers, Incorporated, is a Tribal Member Preference Employer. Energy Keepers, Incorporated is a federally chartered corporation, wholly owned by the Confederated Salish and Kootenai Tribes that operates and maintains hydropower facilities and sells the electricity generated thereby.*

The statements contained in this job description are not all-inclusive; additional duties may be assigned, and requirements may vary from time to time.