



## Finance and Treasury Analyst

Do you want to join a team that values Service, Collaboration, and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

### Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website [www.lipower.org](http://www.lipower.org)

### What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefits package includes:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Need

- ❖ A Bachelor's degree from an accredited college or university with major coursework in finance or a closely related field
- ❖ Four years of professional experience performing analytical work in the areas of treasury management, corporate finance, or financial planning
- ❖ Demonstrated ability to forecast and monitor cash flows
- ❖ Understanding of investments and bank account management
- ❖ Understanding of accounting and internal controls

#### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

- ❖ Ability to communicate effectively with all levels of management within the Authority and maintain a productive and cooperative relationship with LIPA and the service provider's staff
- ❖ Proficiency in Microsoft Office Suite, i.e., Excel, Word, Power Point and Access
- ❖ Ability to work within deadlines related to daily activities and the month-end closing process
- ❖ Ability to work independently with internal and external auditors
- ❖ Understanding of public power finance preferred

## **What You'll Do At LIPA**

The Finance and Treasury Analyst ("Analyst") is responsible for fulfilling LIPA's purpose of clean, reliable and affordable electric service for our customers by supporting the day-to-day operations of the cash management, and investment activity of LIPA's finance and treasury operations and supporting the Director of Finance and Treasury in managing all debt issuance activities of LIPA and the Utility Debt Securitization Authority.

This role requires someone who is a true team player, with good project management skills. The Finance and Treasury Analyst will be required to manage projects that are time-sensitive and critical. Given the diversity across tasks, the Finance and Treasury Analyst will be expected to be versatile and learn and act on new information efficiently. The incumbent must be detail-oriented and strategically minded.

The Finance and Treasury Analyst's responsibilities include assisting with several core finance and treasury processes that include but are not limited to portfolio analysis, cash management, liquidity planning, preparing cash flow forecasts, and performing research and analysis as may be required by leadership.

## **Other Essential Job Functions include:**

### **Cash Management Activities**

- ❖ Monitoring cash flows to ensure funds are available for ongoing operational and capital requirements of LIPA and the Service Provider. This includes overseeing LIPA's Revenue and Operating accounts, cash forecasting and cash position, interfacing with service providers for cash receipt/disbursement initiatives, and cash reporting.
- ❖ Performing cash management and cash balancing analysis and transactions and preparing cash position reports
- ❖ Setting up payments for disbursements including ACH payments, wire transfers, book, and interbank/account transfers
- ❖ Preparing journal entries for all cash receipts, disbursements and investment transactions including intercompany, debt service and miscellaneous cash transactions, and submitting to Accounting for recording in the general ledger
- ❖ Managing and tracking bank balances, providing ongoing analysis of banking services and associated costs, establishing, and maintaining cash management, investment and treasury records and files/data, and meeting reporting requirements.
- ❖ Preparing weekly, monthly, and quarterly cash forecasts, conducting cash flow analysis, building databases and spreadsheets of financial, economic, investment, financial market and other data, and preparing month-end reports regarding portfolio performance.

## **Investment Management Activities**

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- ❖ Assisting in the preparation of monthly, quarterly, and annual investment reports, and quarterly and annual financial statement disclosures related to Treasury functions
- ❖ Conducting evaluations of new and existing financial instruments, issuing entities, investment dealers and financial information services, and developing and maintaining investment databases.

### **Debt Management Activities**

- ❖ Assisting with debt and other financial contracts compliance, including but not limited to initiating the payment of principal, interest, and associated fees and record management
- ❖ Assisting in the sale of short-term debt and monitor LIPA's short-term debt re-marketing.
- ❖ Assisting with bond issuance and administration and post-issuance requirements.

### **Other Duties**

- ❖ Assisting in the preparation of board reports and presentation materials regarding areas of assigned responsibility
- ❖ Determining analytical techniques, statistical and information-gathering processes, and obtaining relevant data for analysis
- ❖ Providing financial information by performing financial modeling, planning and analyses, collecting, analyzing, and interpreting financial and budget information for cash flow models, and maintaining the cash flow model
- ❖ Performing related duties as required.

Salary Range: \$85,000-110,000

LIPA is an equal-opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Vice President of Human Resources and Administration, at [Financeandtreasuryanalyst@lipower.org](mailto:Financeandtreasuryanalyst@lipower.org)

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