

## Financial Associate

*Business Areas: Financial Planning & Analysis*

*Reports To: VP, Financial Planning & Analysis*

---

### Summary

The Financial Analyst performs analysis of actual operating and financial data. In addition, this individual will support budgeting and forecasting process; perform cash management and finance activities which include actuals versus budget analysis, long-term and short-term cash flow forecasting, Accounting and Financial Planning systems integration and implementation, process improvement, cash management, and allocation of shared services across company's platform.

### Key Job Responsibilities

- Perform in-depth analysis of actual financial performance to provide feedback to management, determine value drivers, and explain discrepancies from targeted performance
- Assist in the development and maintenance of the company's corporate model by working with multiple teams within the organization to ensure dependencies are reflected and projects updates are incorporated
- Support implementation of planned organizational structure within the accounting and financial planning system to ensure accurate representation of the business lines and investor ownership across different platforms
- Participate in the preparation of annual budgets and quarterly forecasting process
- Assists with cash management, including preparation and maintenance of 13 weeks cashflow model
- Engage in preparation and maintenance of Shared Services Allocation Key to ensure shared costs are accurately allocated to respective entities and projects within the company's organization structure
- Prepare insightful analysis using data analytics tools to help management report on various project milestones and operating business performance to internal and external stakeholders
- Assists in preparation of company dashboard reports, presentations, and policies related to finance and treasury activities
- Collaborate with operating entities to ensure accurate financial reporting of various project activities
- Support the treasury function to ensure internal and project financing objectives are met
- Identifies opportunities for performance improvement across the company's platform for long-term sustainable operations
- Identifies opportunities for process improvement to ensure appropriate tools and systems are implemented in the organization
- Collaborate with internal departments to ensure Finance and Treasury functions are timely and accurately performed
- Perform other ad-hoc analyses as assigned

### Required Education

- Bachelor's Degree in Finance or Accounting
- CPA or CFA certification or working towards such certification is preferred, but not required

### Required Experience

- 3-5 years related experience in Finance or Accounting roles

### Other Skills

- Understanding of financial modeling concepts and best practices
- Working knowledge of GAAP and Accounting standards
- Highly skilled in advanced Excel functionality supporting analytical skills

- Understanding of data analytics and business intelligence tools such as PowerBI
- Excellent interpersonal skills are needed to effectively communicate (written/verbal) with internal and external financial and accounting personnel and external vendors / banks

## Physical Requirements

The Financial Analyst may be required to endure the following physical activities, environmental conditions, and physical demands:

- remain in a stationary position, often standing or sitting for prolonged periods,
- moving about to accomplish tasks or moving from one worksite to another,
- adjusting or moving objects up to 20 pounds in all directions,
- repeating motions that may include the wrists, hands and/or fingers, and
- assessing the accuracy, neatness and thoroughness of the work assigned.

## Organizational Relationships

Titles of positions reporting directly to this position: None

Number of employees supervised: A. Directly: 0      B. Through subordinates: 0

### Essential Functions Statements:

energyRe has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees shall comply with the policies and procedures and are accountable to each other to ensure every task is done safely and with consideration for our environment with the objective of continually improving our processes and procedures.

**REVIEW AND APPROVAL:** This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

---

### For Human Resources Use Only

Approved By: Nicole Devore

Date Approved: 10.19.2022

*Equal Opportunity Employer*

energyRe • 1300 Post Oak Blvd, Suite 1000 • Houston, Texas 77056

Page 2 of 2