

# Collections & Regulatory Analyst – NE Retail

**Office Location:** United Energy Trading, LLC – Wilmington, Delaware

**Salary Range:** \$40,000 - \$60,000 annually, commensurate with experience

**Purpose:** To support the NE Retail team by performing collections duties, monitoring regulatory changes, and providing back-up scheduling services.

## **Responsibilities:**

- **Collections**
  - Assist Origination Leads in monitoring NE Retail customer Aging Report
  - Manage all customer communications (phone calls & emails) regarding past due accounts in a timely and professional manner
  - Help customers analyze their billing history and assist with invoice review in the GPT system
  - Assist in forming payment plans that are beneficial to the customer and approved by the UET Credit group
  - Review broker payments and customer enrollments as completed by the Accounting Team & GPT: closely track and resolve any disputed broker payments and enrollment issues
- **Regulatory**
  - Track federal, state, pipeline, and LDC filings to determine if there is an impact to the NE Retail book's pricing models, swing tolerances, operations, or other contractual provisions
  - Ensure the correct pipeline/LDC rate/fuel changes are incorporated into pricing models
  - Inform appropriate parties on any pending rates cases, final changes in rates, and newly created rules
  - Assist in submitting comments/disputes to regulatory entities on proposed rules
  - Track, file, and submit any regulatory reports needed for the NE Retail to stay compliant with State mandated supplier reporting requirements
- **Scheduling**
  - Serve solely as a back-up scheduler for all NE Retail books which may include:
    - Assisting with daily demand prediction
    - Monitoring current bank and daily / monthly storage injection/withdrawal ratchets
    - Updating any daily allocations to keep balanced
    - Forecasting weather related demand
    - Balancing against daily pricing and end of month pricing
    - Scheduling on pipelines & LDCs
    - Pathing in Entrade (Energy Trading/Risk Management system) ensuring team is current (w/in 2 business days)

## **Qualifications:**

- **Minimum Work Experiences/Education:**
  - BS/BA in Accounting, Finance, Economics, or other quantitative discipline
  - 3 to 5 years of experience in Collections, Regulatory, or Accounting
  - Team player, ability to work well with a wide variety of people at all levels, ability to adapt readily to change and flexibility to undertake different roles and lead people.
- **Required for Selection:**
  - Excellent analytical capabilities, strong leadership skills, effective communication skills (oral and written), ability to effectively manage multiple tasks and manage through conflicting deadlines, understanding of natural gas, oil, and electric industries, ability to effectively employ computer skills including Microsoft Excel & Word.
  - Treat others with respect and consideration. Actively participate in creating and contributing to a positive work environment.