

Jr. Account Analyst – NE Retail

Office Location: United Energy Trading, LLC – 1031 Liberty Road, Wilmington, Delaware (Hybrid)

Salary Range: \$45,000 - \$55,000 annually, commensurate with experience

Purpose: To support the Northeast Retail team by performing deal entry management, enrollment process monitoring, collections management, and scheduling support.

Responsibilities:

- Deal Entry Management & Collections

- Assist in the oversight of our project management system (Basecamp); ensure the deal entry and enrollment processes meet deadlines across all Northeast Retail books
- Cross-train with other Account Analysts to learn our Invoice management system (Solvryn)
- Assist Directors of Origination in monitoring Northeast Retail customer Aging Report
 - Pull invoices, lockbox management, aging breakdown, communication with late paying customers
 - Help customers analyze their billing history and assist with invoice review in the Solvryn system
 - Assist forming payment plans beneficial to the customer and approved by the UET Credit group
- Serve as a back-up for generating monthly broker statements

- Scheduling Support

- Pathing in the Energy Trading/Risk Management system (Entrade); ensuring team is current
- Assisting with daily demand prediction, forecasting weather related demand, volume collections and reconciliation
- Special projects as needed

Qualifications:

- Minimum Qualifications/Skills

- Undergraduate degree from an accredited university
- 1 to 3 years of experience in an office setting
- 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
- 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

- Preferred Qualifications/Skills

- BS/BA in Accounting, Finance, Economics, or other quantitative discipline
- 1 to 3 years of experience in Retail invoicing, Collections, Natural Gas Scheduling, or Accounting
- Knowledge of Natural Gas markets