

Title: NGL Analyst/Senior NGL Analyst

Division/Department: Risk

Reports to: Kristi Birdsall/Stacie Bush

Effective date: 07/2022

FLSA status: Exempt

Key responsibilities:

- Work with the counterparties and accounting to tie out discrepancies and ensure timely & proper payables and receivables. In addition, making sure this information is accurately reflected in ETRM system.
- Approve corresponding freight invoices and ensure proper calculations are reflected in the ETRM system.
- If railing, work on tracking the railcars in the fleet, including how many cars per contract, how much each car costs, and how long they are under contract.
- Track all first purchases to make sure that accounting has the proper information to get taxes remitted to the states where the product was purchased.
- Calculate profit and loss.
- Prepare historical reports as needed to assess historical trends relating to volumes, expenses, and profit. Present all reports to traders and management with explanations for what occurred and why.
- Analyze if counterparties are performing to contractual commitments, and whether and to what extent they would be penalized for failure to perform.
- Assist on the double checking and verifying of contracts and confirms as needed.
- Confirm and enter broker fees.
- Run and distribute ETRM system Daily Trade reports for new NGL deals entered and changes to existing deals.

Job criteria:

Education & experience

- Bachelor's Degree and/or 2+ years of relevant energy experience
- Utility industry knowledge a plus

Knowledge, skills, & abilities

- Skills and abilities to be analytical, accurate, organized and possess a high level of attention to detail
- Ability to maintain confidentiality, meet deadlines and follow defined technical processes is crucial
- Ability to physically perform the essential functions of the job
- Skills and abilities in interpretive, interpersonal, problem-solving, and decision-making
- Skills and abilities in verbal and written communications
- Skills in computer software and use of various specialist applications
- Ability to concentrate on one task for long periods of time
- Ability to work independently and as part of a team
- Ability to have a polite, cheerful attitude and great customer service
- Ability to work and meet deadlines
- Ability to balance a number of conflicting demands
- Strong interpersonal skills to market both internally and externally to clients

Working conditions

While performing the duties of this job, employees are regularly required to sit for extended periods of time, walk and stand; talk both in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close and distant focus. The noise level in the work environment is usually quiet to moderate. May on occasion be exposed to loud sounds and distracting noise levels. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.