

Title: NGL/Refined Products Analyst

Division/Department: Risk

Reports to: Stacie Bush/Matt Lokken

Effective date: 12/2023

FLSA status: Exempt

Starting Salary Range: \$75,000 - \$100,00 per Year Commensurate with Experience

Responsibilities may include:

- Work with traders and schedulers to enter new transport/freight accurately into the ETRM.
- Work with traders, schedulers, and accounting to verify accuracy of transport/freight and physical invoices and approve for payment.
- Work with traders, schedulers, and accounting on invoice discrepancies, aging reports, and customer inquiries.
- Check broker confirmations and approve broker invoices.
- Monitor auto-loaded BOLs and invoices and work with IT and 3rd party developers regarding issues or new formats.
- Month end reconciliation and calculating profit and loss.
- Bi-monthly reporting of inventory for bank reports.
- Inventory balance and value tracking.
- Entering, checking, and tracking financial hedges.
- ETRM data maintenance and management.
- Other duties as assigned.

Job criteria:

Education & experience

- Bachelor's Degree and/or 2+ years of relevant energy experience.

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 specialized 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 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.

Available Benefits

- Health Insurance, HSA, FSA
- 401k with Safe Harbor Employer Match

- Paid Sick Leave
- Paid Vacation
- Paid Holidays
- Dental Insurance
- Vision Insurance
- Group Life Insurance
- Term Life and Accidental Death and Dismemberment Insurance
- Long Term Disability
- Supplemental Aflac Coverages Available
 - Accident
 - Short Term Disability
 - Long Term Disability
 - Cancer
 - Critical Illness
 - Hospital
- Some Remote Work Flexibility Available as Needed
- Semi-Annual, Discretionary Bonuses Available