

Job Title: Business & Financial Analyst
Department: Accounting

Status: Non-Exempt/Not Union Eligible
Reports To: General Manager

CUSTOMER SERVICE EXCELLENCE: All jobs carry with them an overriding responsibility to provide extraordinary customer service in terms of quality, timeliness, and assistance. A commitment to service excellence is expected of all employees as they perform their tasks.

GENERAL SUMMARY:

The Business & Financial Analyst performs data analysis, preparation of proformas for new products and services, assists with budget preparation and financial reporting to industry entities. The Business and Financial Analyst supports the organization in financial, operational and strategic planning goals.

SPECIFIC JOB DUTIES:

- Collaborate with management on financial goals and strategies for the Company.
- Analyzing and reporting financial data to the CEO and Board of Directors, NECA, FCC, USAC, and State and Federal agencies
- Analyze and evaluate potential new service offerings, potential partnerships, joint ventures, new products, and other business opportunities for revenue growth
- Assists in Preparation of annual operating and capital budgets
- Develop an understanding of all ESTech services and offerings and be able to identify opportunities with prospective clients.
- Identify needed product enhancements, develop appropriate product plans and ensure implementation processes are completed.
- Performs all other related duties assigned by management
- Collaborate with marketing department to develop competitive strategies
- Ongoing financial analysis of proposed and existing lines of business

JOB REQUIREMENTS:

- Ability to maintain a high level of confidentiality
- Ability to multitask while maintaining a high level of attention to detail
- Ability to communicate, both oral and written, in a professional and courteous manner
- Ability to organize and prioritize multiple work assignments
- Limited travel is required
- Ability to think strategically
- Computer skills to effectively use software to analyze financial information, identify trends, establish business plans, and make forecasts
- Decision-making skills to provide recommendations to management
- Attention to detail when reviewing potential new products and services

KNOWLEDGE, SKILLS, AND ABILITIES:

- B.S. in Accounting or Finance or equivalent work experience/training
- Experience in the telecommunications industry preferred.
- Ability to Analyze financial data and provide forecasting support.
- Ability to prepare reports and projections based on financial data.
- Proficient in Microsoft, Google, and other business software
- Analytical skills to evaluate business and economic trends.

ESSENTIAL JOB FUNCTIONS:

- Must be able to stand or sit for long periods of time
- Proficiency with office machines and Microsoft products is essential.
- Ability to work well without close supervision
- Must have knowledge of regulatory tariffs, financial statements, and financial reporting techniques

REPORTING REQUIREMENTS:

This position reports to ESRTA Headquarters in Hugo, Colorado and must reside within close proximity to the headquarters. ESRTA offers an excellent compensation and benefits package. This announcement is generally descriptive of the duties and qualifications of the job. It is not intended to be construed as an expressed or implied contract. ESRTA is an Equal Opportunity Employer. Applicants will be considered without regard to race, creed, religion, color, or national origin. In addition, unless the reasonable demands of the position require it, applicants are considered without regard to age, physical or mental disability, marital status, or sex. Eastern Slope will consider making reasonable accommodation for applicants with physical or mental disabilities if it will allow them to perform the essential functions of the job.

9/30/2021