Position Description

Position Title: Financial Analyst

Position/FLSA Status: Full-time/Non-Exempt
Department: Accounting
Pay Grade: 109
Reports to: Accounting Manager
Location: 17330 State Highway 371 Brainerd MN 56401
Date Issued: September 2026
Date Revised: September 2026

Position Purpose

The Financial Analyst is responsible for collecting, analyzing, and translating financial data into meaningful and actionable insights that help drive efficiency, reliability and informed decision making. This role evaluates financial data, builds forecast models, assesses investments, and translates numbers into financial strategy.

Responsibilities

- Collect, organize, and analyze a variety of financial data to identify patterns, correlations and to support financial planning and long-range forecasting.
- Research, determine, implement, and administer Business Intelligence needs based on strategic plan goals and department needs.
- Implement methods to improve data reliability and quality.
- Collect and collate financial data from multiple sources, ensuring its accuracy and integrity when stored.
- Monthly work plan monitoring.
- Translate complex data into clear insights for non-technical audiences.
- Present findings, recommendations, and actionable insights to management and decision-makers.
- Perform budget analysis and reporting, including annual entry of the budget into ERP software, annual and monthly review of power purchases and sales, and preparation of monthly budget reports.
- Construct and maintain financial models.
- Manage miscellaneous government reporting responsibilities by gathering information from multiple departments, preparing required documentation, maintaining compliance records, and ensuring all reports are submitted accurately and on time.
- Monitor daily cash positions and investment portfolios, analyze cash flow trends, prepare forecasts, and track investments.
- Analyze monthly financial data and operational variances, investigate trends and discrepancies, prepare detailed reports, and communicate findings and recommendations to management to improve forecasting accuracy and financial performance.
- Analyze and monitor loan portfolio.
- Perform other related work in addition to other duties as may be assigned.
- Perform backup for accounting functions, as needed.

- Monitor and adapt to changes in technology, processes, and industry practices within the department and organization to support continuous improvements and operational effectiveness.

Knowledge, Skills, and Abilities

- Must have high integrity, trust, and ethical conduct.
- Must be a strong leader and self-starter
- Effective oral and written communication skills.
- Proficient with Microsoft Excel
- Ability to learn and understand company specific software
- Experience or ability to learn and understand business intelligence software, such as Microsoft BI
- Manage multiple critical job tasks that require great attention to detail and timing
- Experience or adequate knowledge in general accounting procedures and policies, budgeting and forecasting, finance, debt and investment portfolio management, internal control, utility billing, and rate design.
- Take initiative of projects and hold oneself accountable for workload with minimal supervision.
- Deal with stress related to work events.

Education/Experience Requirements

- Bachelor's degree in accounting or related field and three (3) years of experience in strategic planning, business analysis, financial analysis, management consulting, or related analytical role required
- Experience in the electric utility industry or related regulated industry preferred

Basic Requirements

- Hold a valid driver's license in the state of Minnesota.
- Occasionally working beyond 40 hours a week

Physical Requirements

- Withstand sitting for extended periods of time while looking at a computer screen.
- Occasional bending, reaching, and light lifting.