

The University of Texas at San Antonio

Job Description

Job Title: Utility Analyst
Code: 15140
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Facilities Services
Reports To: Energy Manager

Summary

- Function: To record and analyze utility data including the preparation of internal and external utility cost and consumption reports. Provide energy, water, and financial metrics to ensure the efficient use of the utility resources for the university.
- Scope: Responsible for the administrative duties that include utility billing receipt, reconciliation, payment authorization, budget forecasting and budget maintenance, and utility contract administration.

Duties

- Typical:
 1. Receive monthly utility billings, review accuracy, authorize payment, resolve billing disputes, monitor tariffs with suppliers and maintains database of contract transactions.
 2. Responsible for chargeback billing for utilities usage for all non E&G (Education and General Funds) university accounts. Serves as point of contact and problem resolution with University departments regarding utility chargebacks.
 3. Develops and maintains management reports covering a wide range of utilities analyses including actual vs. projected consumption and costs on monthly, quarterly, annual basis, in support of decision making by the Facilities management team.
 4. Research and analyses related to auxiliary services utility consumption. Develop customer energy and water consumption profiles and other essential auxiliary services utility information.
 5. Prepare, review, edit and deliver routine and special electric, natural gas, thermal energy and water consumption and conservation reports, budget request, cost analysis and technical correspondence for internal use and city, county and state regulatory requirements.
 6. Coordinate, conduct, monitor and report financial outcomes of conservation

<p>initiatives.</p> <p>7. In support of Energy Manager, conducts Facilities utility and energy plan presentations/updates/reports to audiences at various levels throughout the University.</p> <p>8. Use state-of-the-art software and hardware tools to direct, develop and evaluate solutions for university billing and energy consumption improvements.</p> <p>9. Periodically read utility meters across the University campuses.</p> <p>10. Other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. N/A</p>
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Education

Required	Preferred
Bachelor’s degree in Business Administration, Finance, Accounting or a related field from an accredited institution.	Master’s Degree from an accredited university.

Other Requirements

Required	Preferred
Proficient with Microsoft Office	Advanced Microsoft Excel.
Attention to detail and ability to deliver high quality work.	
Excellent organization skills in identifying and prioritizing work activities.	
Excellent verbal and written communications skills.	
Exceptional problem solving and analytical skills.	
Attention to detail and ability to deliver high quality work.	
Ability to handle multiple assignments of various durations.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years professional experience in accounting, budget, or financial analysis.	Experience developing, maintaining, and delivering management reports.

Equipment

Required	Possible

Personal computer, Microsoft Office Suite and standard office equipment.	Advanced Microsoft Excel or similar spreadsheet experience.
Experience with accounting software	Database experience.
	Utility accounting software experience.

Working Conditions

Usual	Special
Normal Office Environment	Mechanical/Electrical Spaces

Supervision

Received	Given
General instruction and supervision of assigned duties	Direction to meter readers

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
