Job Title: **Financial Analyst I**  
Reports To: **President of BSG Division**

FSLA Status: **Exempt**  
Date Updated: **6.23.17**

Work Location: **BSG Corporate Office**  
Companies Supported: **All TDX Companies**

**JOB SUMMARY**

The Financial Analyst I is the financial expert for BSG Division Office with focus on strategic planning, budgeting, analysis, reporting, and business cases. This position reports directly to the BSG President, with additional financial collaboration with the Director of Finance & Accounting and supporting for other TDX companies as needed.

**ESSENTIAL FUNCTIONS**

- Drive and coordinate annual budgeting, quarterly forecasting and monthly and weekly reporting processes to deliver predictable financial results, early warning of potential gaps and timely identification and implementation of corrective action.
- Prepare cash forecasting reports for short/long term planning purposes, based on information provided by Director of Finance & Accounting and CFO, for company President.
- Help Establish Provisional Indirect Cost Rates and Projected Overhead Pools for Power, working closely with the Controllers.
- Review monthly or quarterly ETCs/WIP to assist in variance analysis & provide Presidents information on jobs that are in trouble, working closely with the division specific controllers.
- Overhead monitoring, analysis and cost containment, working closely with the Presidents and the division specific controllers.
- Partner with Group and/or Division Directors in operational departments to assist in understanding key drivers and influence business decisions to improve revenue growth and profitability.
- Report, analyze, and monitor trends of key operational and financial performance indicators.
- Develop financial models and analyses to support strategic initiatives.
- Communication of key financial and performance metrics, strategic plan and process improvements to management team and employees.
- Contribute to presentations to Senior Management Team and the Board of Directors.
- Conduct business cases and ROI analysis for new projects, capital investments & new acquisitions, working closely with the Presidents and the CFO.
- Other duties may be assigned to meet business needs.

**QUALIFICATIONS**

- Bachelor’s degree — in Accounting, Finance, Economics or Business. Masters Degree preferred. 2:1 experience for specified degrees may be substituted.
- Minimum of two years’ experience in Accounting or finance.
- At least 3 years’ experience in an analyst position.
- Excellent financial accounting analysis capabilities.
- Required knowledge and expertise in Government Contracting, with specific knowledge of DCAA and FAR requirements.
- Strong problem solving and analytical skills required.
- Strong ability to communicate and present complex financial matters in simple, understandable terms.
- Ability to present complex financial data in a concise and professional manner, tailored to the audience.
- Proficient knowledge of MS Office and accounting software, with Expert ability in MS Excel.
- Ability to work in a multi company environment with diverse lines of business.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- High level of integrity, strong work ethic, good judgment.
- Committed to achieving results under demanding deadlines.
- Strong analytical skills and problem solving skills; synthesize complex or diverse information.
- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.
- Excellent communication (verbal, written) and interpersonal skills. Demonstrates strong group presentation skills and conducts productive meetings.
- Comfortable delegating work assignments; gives authority to work independently, sets expectations and monitors delegated activities.
- Strong planning and organizational skills; ability to prioritizes and plans work activities, uses time efficiently and develops realistic actions plans.
- Inspires and motivates others to perform well, accepts feedback from others.

*Note: This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not to be constructed as an exhaustive list of responsibilities, duties, and skills required of a person in this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of Bering Sea Environmental, LLC.*

*Bering Sea Environmental, LLC is an Equal Employment Opportunity employer with a Tanadgusix Shareholder Hiring Preference (PL93-638). We do not discriminate based on race, color, religion, gender, sexual orientation, or gender identity, age, national origin, citizenship status, sexual orientation, disability or status as a protected veteran.*

*TDX is a $130M Alaskan native corporation with over 550 employees and headquartered in Anchorage, Alaska. The company is highly diversified in both its offerings and locations, with projects and holdings in Alaska and around the world.*

*TDX is proud of its entrepreneurial culture, which encourages creativity and provides autonomy for individual subsidiaries. The firm prides itself on the excellence of its employees, who possess sharp technical skills and a passion for customer service.*

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Print Name                                                                 Signature

Date