



## Settlement Analyst– Power

### POSITION

This position is responsible for analyzing accounting transactions associated with energy trading and scheduling. This job requires a broad knowledge of accounting procedures as well as a working knowledge of product pricing, capacity/transportation methodologies for the energy industry.

### KEY INTERFACES

Reports To: Director of Administration and Accounting Services  
Directs Reports: None

### REQUIRED QUALIFICATIONS

- Requires a bachelor's degree in an appropriate discipline.
- Familiarity with standard energy billing contract terms (preferred).
- A proactive individual with the ability to identify and solve problems in an effective manner.
- Present facts and recommendations effectively in written and oral form.
- Knowledge of the industry's financial and accounting procedures and requirements.
- High degree of analytical skill.
- Ability to maintain effective relationships with team members and business associates.
- Manage multiple ongoing tasks and projects.
- Demonstrate a self-directed work ethic.
- Effective written and oral communication skills as well as computer skills.
- Expertise in using Microsoft Excel, Word, and PowerPoint and settlement/risk management software.
- Team and detail oriented.

### RESPONSIBILITIES:

#### **Traditional Market Settlement Responsibilities:**

- Responsible for the settlement of third-party power purchases, sales, which includes volumetric and pricing verification. Identifies settlement discrepancies and works with third-party, middle and front office personnel to resolve these discrepancies. Preparation and verification of APM's members' and customers' accounts receivable and accounts payable energy invoices.
- Provides reporting to APM's members and customers related to the traditional market energy transactions that have been verified. This function includes developing, creating and processing reports that are required by APM's members and customers related to the transactions that have been verified on their behalf.

#### **General Responsibilities:**

- Exhibits leadership skills when interacting with co-workers and business associates.
- Assists training co-worker(s).
- Assists with the system development, product implementation and on going maintenance of risk management.
- Develop and maintain strong relationships with internal departments and external organizations to answer questions and resolve issues.
- Identifies detailed solutions and improvements to procedures and software to improve accuracy, efficiency and timeliness.
- Continually monitors and refines workflow and business processes to meet the goals to improve/enhance settlement process.
- Notifies appropriate staff/team members of key issues.
- Creates/maintains documentation related to job functions.
- Responds to various information requests from auditors and other groups.
- Other duties as assigned.

### SALARY RANGE

Commensurate with experience

### LOCATION

National Service Center in Indianapolis, Indiana