



Internal Job Posting

Job Number: 005516

Closing Date: November 12, 2017 - **Extended Closing Date**

Resumes received in our office after the closing date will not be considered.

Position Title:	Business Analyst I, II, or III
Salary Band:	K/L/M
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt level position that works an urban 40-hour week or compressed work week 9/80 schedule. Relocation benefits do not apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicant must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor's degree (or equivalent) in Business Administration or other related discipline ▪ Two (2) Years of direct experience with financial analysis ▪ Advanced knowledge of financial analysis practices and principles ▪ Strong skills in MS Office applications, specific experience using Excel is required ▪ Advanced written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Master's Degree in Business Administration or other related discipline ▪ Six (6) years of related experience ▪ Economic evaluations and Financial Modeling experience ▪ Financial planning experience within the oil & gas industry ▪ Experience with business process and accounting standards ▪ Excellent software skills in Planning/Budgeting, Business Objects, MS Office (Word, PowerPoint, Excel), IBM Cognos, GL Wand and Oracle Financials or related financial software ▪ Excellent Interpersonal skills to communicate effectively with internal clients ▪ Strong Negotiation and Influence skills
Accountabilities and Specific Requirements:	<p>Under general direction of the Business and Strategic Planning Manager the Business Analyst is accountable for the following:</p> <p>Duties include but are not limited to, development and communication of complex, insightful business and decision making support. Lead an area of the business in the annual development of companywide financial and economic data resulting in Alyeska's Long Range Plan. Makes companywide business recommendations to all levels of the organization focusing on efficiency improvements and/or risk reduction. Must be able to identify issues, provide ad hoc reports and implement solutions and ensure effective communication and commitment to team and client goals.</p> <ul style="list-style-type: none"> ▪ Develop Planning Assumptions, Long Range Plan, Forecasts, Company Performance Contract, performance measures, and scenario based strategic plans. ▪ Identify, relate, and validate objectives, key priorities, scope, schedule, cost drivers, assumptions, and develop cost estimates as the basis for the planning process. ▪ Provide valuable business counsel and decision-making support to Executive Management. Ensure key business performance risks, issues, and opportunities are highlighted to management. Ensure management understands the cost drivers and effective cost control measures that would impact business performance. This includes analyzing budgets and spend, preparing company-wide variance analysis, performing economic analyses, identifying, validating and presenting insights, simplifying communication of complex ideas, challenging business assumptions and preparing company-wide reports and presentations. ▪ Monitor, analyze and use economic and commercial resources to identify insights, alert management, and respond to changing conditions that could impact company and client strategy and performance. ▪ Effectively advocate for better business decisions by fluently presenting clear case for change, with conclusions, insights, supporting arguments and relevant information, compelling visual graphics, both orally and in writing, using quantitative and qualitative analysis.



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	<ul style="list-style-type: none"> ▪ Identify and research financial anomalies and unexpected trends, alerting and advising the Business and Strategic Planning Manager and clients of issue and solutions. ▪ Develop, enhance and promote user friendly efficient self-service client tools to monitor and respond to summary and detail financial performance information. ▪ Teach intro level course (BUS/001); teach supervisors the fundamentals of business & financial review, including how to quickly and accurately interpret financial performance information. ▪ Maintain confidential budgeting and planning information and uphold financial internal controls both internal to the team and external within client business areas. ▪ Evaluate competitive commercial bids and make decision on best value bid supported with data. ▪ Evaluate project AFE options and make decision on most economical option in the project AFE process.
Knowledge Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Financial Management ▪ Interpersonal Communication ▪ Planning ▪ Information Management ▪ Job Specific Computer Expertise ▪ Regulations
Contributor Level	Individual Contributor -- Professional
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none"> ▪ This position may include working and/or travel to Alyeska's Valdez Marine Terminal (VMT), a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov/what_we_do/layers/twic/index.shtm

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