



## Internal/External Job Posting

**Job Number:** 005548

**Closing Date:** July 15, 2018 - Extended

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

<b>Position Title:</b>	Business Analyst II/III
<b>Salary Band:</b>	L/M
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	Anchorage This is a regular exempt Anchorage-based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
<b>Number of Positions:</b>	One (1)
<b>Recruiting Contact:</b>	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at <a href="http://www.alyeska-pipe.com">www.alyeska-pipe.com</a>
<b>Minimum Qualifications:</b>	<b>Applicants must meet or exceed these minimum job requirements to apply for this position.</b> <ul style="list-style-type: none"> <li>▪ Bachelor's degree (or equivalent) in Business Administration or other related discipline</li> <li>▪ Three (3) Years of direct experience with financial analysis</li> <li>▪ Advanced knowledge of financial analysis practices and principles</li> <li>▪ Strong skills in MS Office applications, specific experience using Excel is required</li> <li>▪ Advanced written and verbal communication skills</li> </ul>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ Master's Degree in Business Administration or other related discipline</li> <li>▪ Eight (8) years of related experience</li> <li>▪ Economic evaluations and financial modeling experience</li> <li>▪ Financial planning experience within the oil &amp; gas industry</li> <li>▪ Experience with business process and accounting standards</li> <li>▪ Excellent software skills in Planning/Budgeting, Business Objects, MS Office (Word, PowerPoint, Excel), IBM Planning Analytics/Cognos, and Oracle Financials or related financial software</li> <li>▪ Excellent interpersonal skills to communicate effectively with internal clients</li> <li>▪ Strong negotiation and influence skills</li> </ul>
<b>Accountabilities and Specific Requirements:</b>	<b>Under general direction of the Business and Strategic Planning Manager the Business Analyst is accountable for the following:</b>  Duties include but are not limited to, development and communication of complex, insightful business and decision making support. Lead 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. <ul style="list-style-type: none"> <li>▪ Develop Planning Assumptions, Long Range Plan, Forecasts, Company Performance Contract, performance measures, and scenario based strategic plans.</li> <li>▪ Identify, relate, and validate objectives, key priorities, scope, schedule, cost drivers, assumptions, and develop cost estimates as the basis for the planning process.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Identify and research financial anomalies and unexpected trends, alerting and advising the Business and Strategic Planning Manager and clients of issue and solutions.</li> <li>▪ Identify, collect, and analyze data from multiple sources across the company to provide decision making support.</li> <li>▪ Develop, enhance and promote user friendly efficient self-service client tools to monitor and respond to summary and detail financial performance information.</li> <li>▪ Teach intro level course (BUS/001); teach supervisors the fundamentals of business &amp; financial review, including how to quickly and accurately interpret financial performance information.</li> <li>▪ Maintain confidential budgeting and planning information and uphold financial internal controls both internal to the team and external within client business areas.</li> <li>▪ Evaluate competitive commercial bids and make decision on best value bid supported with data.</li> <li>▪ Evaluate project AFE/maintenance options and make decision on most economical option in the project AFE/maintenance process.</li> <li>▪ Lead technology enhancements in support of transforming and improving the business and strategic planning function.</li> <li>▪ Function as a Lead Business Analyst supervising work, mentoring and coaching Business Analysts.</li> <li>▪ Performs step up duties for the Business &amp; Strategic Manager.</li> </ul>
<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Financial Management</li> <li>▪ Interpersonal Communication</li> <li>▪ Planning</li> <li>▪ Information Management</li> <li>▪ Job Specific Computer Expertise</li> <li>▪ Regulations</li> </ul>
<b>Contributor Level</b>	Individual Contributor
<b>TAPS Safety Culture</b>	<p><b><u>Act With Discipline</u></b> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><b><u>Take a System View</u></b> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><b><u>Make Sound Decisions</u></b> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><b><u>Learn, Improve, Innovate</u></b> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><b><u>Speak Up, Step Up</u></b> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
<b>Pre-Employment Drug Screen Testing</b>	<ul style="list-style-type: none"> <li>▪ 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 drug test makes you ineligible for APSC employment.</li> <li>▪ 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).</li> </ul>



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<b>Employment Verification using E-Verify</b>	<ul style="list-style-type: none"><li>▪ 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.</li><li>▪ 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. <a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></li></ul>
<b>TWIC</b>	<ul style="list-style-type: none"><li>▪ The Alyeska Valdez Marine Terminal (VMT) is 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. <a href="http://www.tsa.gov">http://www.tsa.gov</a></li></ul>

**ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.**

**Alyeska Pipeline is a drug-free and alcohol-free workplace.**

**Apply on-line at [www.alyeska-pipe.com](http://www.alyeska-pipe.com)**