**Billing and Planning Analyst**

Central Iowa Power Cooperative (CIPCO) is currently searching for a **Billing and Planning Analyst** to join the team in Cedar Rapids, Iowa. This position works within the Portfolio Strategy & Planning department with a focus on billing, new load support, and power supply. This position is also responsible for providing information to consultants, working with other utilities, and supporting members upon request.

**Duties and Responsibilities:**

**Wholesale Power Billing:**

* Assist with the annual demand and energy budget and the annual budget wholesale power bill.
* Prepare the monthly wholesale power bills on a rotational basis.
* Calculate the actual/estimated revenue projection using Prophix software on an occasional basis.
* Prepare reports summarizing load and revenue.
* As needed, provide support and analysis during rate design studies and implementation of new rate designs.
* Assist with design, implementation, and testing of code in MV-PBS, Crystal Reports, Prophix (or other software as required) to support the Wholesale Power Bill.
* Retain familiarity with all current customer contracts impacting wholesale power billing.

**New Load Support:**

* Assist members with rate analysis for potential new loads.
* Assist with annual rate comparison for A-2 and contract customer for the annual operating budget.
* Review customer contract language as it is changed or developed.

**Power Supply:**

* Assist with monthly updates of the purchased power costs and reporting.
* Assist with updates to the power supply cost and reporting for the annual operating budget and financial forecast.
* Prepare documentation for and review purchased power invoices.

**Other:**

* Prepare data submittals for MISO (Midcontinent Independent System Operator).
* Interfaces with consultants and other utilities.

**Education and Experience Requirements:**

* Bachelor’s degree in Engineering, Business Administration, Mathematics, Economics, or other related discipline with 0-3 years previous work experience in related field or equivalent combination of education and experience
* Previous electric utility experience preferred
* Is a self-starter with a high level of initiative
* Is curious and looks for creative ways to solve problems and answer questions
* Excellent analytical skills and strives for a high level of accuracy
* Willingness and ability to collaborate in a team environment and work cross-functionally
* Shares knowledge and skills with team members; willing to assist others
* Effective written and verbal communication skills

**Benefits**

CIPCO provides its employees with a comprehensive benefits package which includes:

* + Health Insurance
	+ Dental Insurance
	+ Vision insurance
	+ Pension plan
	+ 401(k) with company match
	+ Short-term and long-term disability
	+ Life Insurance, flexible spending accounts, paid time off, and much more.

To apply for this position, please visit www.cipco.net and click Career Opportunities.

**About CIPCO**

CIPCO is a generation and transmission electric cooperative built by member cooperatives and the communities they serve. With a balanced, 24/7 energy portfolio, CIPCO is committed to providing cost-effective, clean, safe, and reliable energy. CIPCO and its 13 members serve over 300,000 Iowans in 58 Iowa counties. CIPCO’s principal place of business is Des Moines, Iowa, with locations in Cedar Rapids, Creston, and Wilton.

For more information about CIPCO please visit: www.cipco.net

EOE M/F/Disability/Veteran