2391-Analyst, Mine Site Planning & Analysis (2 openings)
1-Tatum, TX
1- Beckville, TX
The incumbent is responsible for supporting the mine complex Manager of Planning and Analysis. Key responsibilities of this role include assisting in development of the annual financial plan and projections, completing the monthly closing process, data entry, monthly reporting and other activities. This position is located at Martin Lake mine in Tatum, Texas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

In this position, either directly or through others, the incumbent:

- Model operational and financial assumptions for the mining business utilizing Excel
- Perform scenario and sensitivity analysis at the direction of mine planning manager
- Ensure accuracy and quality control in all aspects of financial planning and modeling
- Assist in the development of the mine 5-year plan and monthly projections
- Assist with data entry, invoice research and daily cost tracking
- Ensuring timely and accurate monthly closing of the books
- Perform journal entries, accrual review and allocations
- Provide analytical support to mine planning manager
- Interfaces with mine managers in monthly reporting processes
- Maintains high degree of methodological rigor and analysis to support effective decision-making
- Acts as a professional resource within the Finance function

**EDUCATION/EXPERIENCE**

The minimum education requirements are:
- Bachelor’s degree in business, finance, accounting, economics, engineering or other analytical discipline

The minimum experience requirements are:
- Minimum 0-2 years professional services experience with a demonstrated track record of success
- Outstanding written and verbal communication skills
- Ability to structure key issues and questions, pressure test assumptions and determine key financial drivers
- Ability to develop financial models
- Energetic, intellectually curious and performance driven
- Able to manage multiple activities, deadlines and extended working hours during monthly close

Preferred education and experience requirements:
- Experience in the manufacturing industry or other competitive, industrialized company
- Information systems experience, financial and operational (e.g., data mining, financials, activity-based costing etc.)
- Industry knowledge in the energy sector a plus

**PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS:** This position requires the ability to perform the essential duties and responsibilities in the following environment:

- Occasional long, irregular hours.
- Use of a PC, computer terminal and/or telephone over 6 hours a day.
- Frequent travel between company facilities; occasional overnight travel.
- Occasional bending, twisting, crouching, pulling, pushing, and/or reaching to access job-related materials.
- Open workspace office environment.
SKILLS AND COMPETENCIES The following knowledge, skills and capabilities must be demonstrated at a proficient level:

- **Drive for Results** - Action/change oriented and display a sense of urgency. Establish aggressive goals and deadlines. Maintain consistent high-energy level in seeing projects through to completion. Actively look for and implement improvements and new approaches to accountabilities

- **Technical Skills** - Current with GAAP and SEC rules that apply to accountabilities. Enjoy technical accounting and technology aspects of accountabilities. Understand all of TXU’s financial statements and footnotes. Seek out explanations of the financial statements/footnotes

- **Communication and Personal Impact** - Ability to explain complex issues in a clear straightforward manner in written communications. Comfortable speaking in front of a large group or in a large meeting venue. Comfortable verbally explaining issues to senior management. Confident in ‘debating’ with peers and superiors in resolving issues. Try to add value to every meeting.

- **Interpersonal Skills** - Building a ‘network’ of peers and superiors to assist in career goals. Have co-workers that can confide in and vice-versa. Enjoy socializing with co-workers. Relationship building is important aspiration.

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