



605 N. Highway 169
Plymouth, MN 55441
763-543-4600

U.S. Energy Services is an energy management firm providing electricity and natural gas services to large industrial, commercial and municipal clients. We are looking for individuals interested in employment as an Account Analyst.

Account Analyst - Job Description

General Description

Provide analytical support using existing window's-based software under the direction of the Analyst Manager; assist with rate analysis, budget forecasts, load profiles, and utility and state rebate applications. Manage customer energy information using existing software and databases. The analyst collaborates with the natural gas and electric account managers, IT services, and accounting in support of the development and delivery of our services.

Responsibilities

- Support energy account managers by extracting, analyzing, and organizing data in accurate, concise and professional formats.
- Utilize spreadsheets, reports and existing software for analyzing and communicating energy data in effective reports.
- Manage customer energy information. Examples include compilation of rate tariffs, initial assessment of costs, and execution of bill verifications.
- Prepare monthly usage reports, such as load profiles, and benchmarking.
- Identify availability of utility incentives and process when applicable.
- Assist account managers in the evaluation of changes in pricing and tariffs.

- Support/assist account managers in researching, analyzing, and resolving customer needs.

Requirements

- At least 1-3 years of data management and analytical business experience.
- Advanced skill level in Excel spreadsheets , including downloading, entry, and maintenance of data.
- Bachelor's degree preferred, especially in finance, mathematics or other similar field.
- Strong problem-solving, mathematical and organizational skills.
- Demonstrated evidence of customer-service orientation.
- Proficiency in Microsoft Office software applications.

Contact Information

By mail, send your resume to:

U.S. Energy Services

605 N. Highway 169

Plymouth, MN 55441

Attn: Human Resources: Analyst Position

By e-mail, send your resume to:

jobs@usenergyservices.com