



## Budget and Procurement Analyst

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

### Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website [www.lipower.org](http://www.lipower.org)

### What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Need

- ❖ Bachelor's Degree in Accounting, Business, Finance, Project Management, Math, or equivalent.
- ❖ 3 years of progressively responsible experience in budget analysis, financial analysis, or similar roles.

### Knowledge & Skills Required to Perform the Role

- ❖ Demonstrated experience with investment analysis of technical projects.
- ❖ Proficiency in cost estimation and controls, earned value analysis, and project cost reviews.
- ❖ Strong analytical and problem-solving skills.

#### LIPA's Corporate Values

**Service:** Our work is service. Everything we do is for the benefit of our customers.

**Collaboration:** Operate as one LIPA team. Everyone is included.

**Excellence:** One plan, with relentless implementation. Clear performance goals.

- ❖ Excellent communication and presentation skills.
- ❖ Ability to work collaboratively in a team environment.
- ❖ Proficiency with financial software and tools.

## **What You'll Do At LIPA**

The Long Island Power Authority (LIPA) is seeking a detail-oriented and experienced Financial, Budget, or Procurement Analyst to join our dynamic team. The Budget and Procurement Analyst will be responsible for providing comprehensive analysis and oversight of our IT project budgets, ensuring financial accuracy and compliance with regulations and best practices. This role is pivotal in supporting the financial planning and management of technology projects within our organization. The Budget and Procurement Analyst supports LIPA's IT Operational and our Service Provider's (PSEG LI) vendor management activities by analyzing data and preparing analysis and reports summarizing and illustrating the Service Provider's performance implementing and managing IT/OT systems and Cybersecurity posture through metrics and goals established under the Service Provider contract. The Budget and Procurement Analyst reports to the Manager of IT Performance and Procurement and assists in reviewing the monthly metrics and ensuring that established key performance indicators are met.

The Budget and Procurement Analyst will have responsibility for preparing and tracking Purchase Orders, managing contract terms and including expiration dates, preparing and monitoring RFPs and RFQs including reviewing scopes of work, and preparing the monthly budget variance reports.

## **Other Essential Job Functions include:**

### **Analysis of IT Project Budget Proposals:**

- ❖ Evaluate and analyze budget proposals for IT projects.
- ❖ Engage with our Operations Services contractor to ensure contractor-developed proposals are realistic, comprehensive, and align with organizational goals.

### **Analysis of IT Project Risks:**

- ❖ Identify, assess, and quantify financial risks associated with IT projects.
- ❖ Develop risk mitigation strategies to manage potential financial impacts.

### **Expense Forecasting Based on Project Schedule and Project Risk:**

- ❖ Forecast project expenses considering the project schedule and identified risks.
- ❖ Provide accurate and timely financial projections to support decision-making.

### **Tracking Technology Project Progress and Expenditures:**

- ❖ Monitor and track the progress of technology projects against the approved budget.
- ❖ Ensure expenditures are recorded accurately and remain within budgetary constraints.

### **Review Expenditure Compliance with Rules, Regulations, Policies, and Best Practices:**

- ❖ Ensure all project expenditures comply with relevant rules, regulations, policies, and best practices.

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- ❖ Conduct periodic audits and reviews to ensure ongoing compliance.

**Periodic Management Reporting and Presentations:**

- ❖ Prepare and deliver periodic financial reports and presentations to management.
- ❖ Provide insights and recommendations based on financial analysis and project performance.

**Support IT System Acquisition and Proposal Evaluations:**

- ❖ Assist in the evaluation of IT system acquisition proposals.
- ❖ Provide financial analysis and recommendations to support acquisition decisions.

**LIPA is an equal-opportunity employer.**

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Vice President of Human Resources and Administration, at [2024ITbudgetandprocurementanalyst@lipower.org](mailto:2024ITbudgetandprocurementanalyst@lipower.org)

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