

Job Title: Financial Analyst II**Location:** Customer Solutions Center**Department:** Finance**Job Status:** Full-Time**Reports To:** Financial Planning and Analysis
Manager**Job Grade:** 605**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 6/9/2026

Position Summary

New Braunfels Utilities is seeking a highly motivated and self-sufficient individual to fill the role of Financial Analyst II. The Financial Analyst II provides advanced analytical and operational support for the Utility's treasury, cash management, investments, debt management, capital funding, and financial planning activities. This position is responsible for performing complex financial analyses, coordinating debt and investment activities, monitoring capital project funding, and supporting strategic financial decision-making. In addition, the position performs key transactional functions including cash management, account reconciliations, journal entries, banking administration, and financial reporting to ensure continuity of operations. This position reports directly to the Finance & Risk Supervisor. The nature of the work environment for the Finance Department is deadline-oriented, fast-paced, and dynamic. This is a high-visibility position requiring significant interaction with NBU's Executive Team, Board of Trustees, financial advisors, banks, auditors, and other internal stakeholders. Prior utility industry experience is preferred.

Essential Duties & Responsibilities

- Oversee the receipt, disbursement, banking, protection and custody of funds at all financial institutions.
- Prepare monthly account reconciliations and work closely with Accounting Department and other departments to identify and work through any discrepancies.
- Assist management with new user setups in banking platforms and initiate changes from financial institutions as necessary, as well as working with the Purchasing Department to renew/extend banking RFPs.
- Manage NBU's investment portfolio by conducting various analyses, monitoring yields and Mark-To-Market (MTM) and safeguarding the Investment Policy and Financial Policy.
- Meet with management at least monthly to discuss Investment Portfolio and make recommendations regarding proposed purchase/sell transactions.
- Facilitate security bid process by coordinating requirements to banks for investment decisions, reviewing bid proposals, confirming purchases, and overseeing transfer of funds.
- Assemble the Quarterly Investment Report and Presentation, including calculations of investment-specific performance measures, to be given to NBU's Board of Trustees.
- Prepare agenda and other documentation for Investment Committee meetings, as well as recommend any changes needed to the Investment Policy and/or Financial Policy to reflect current processes, personnel, etc.
- Prepare monthly accounting journal entries related to cash management, investments, debt management, impact fees, etc.
- Reconcile certain balance sheet accounts and submit documentation monthly to Accounting Department.
- Coordinate issuance of new debt by reviewing official statement and bond document drafts and serving as the point of contact between internal and external parties throughout the issuance process.
- Facilitate all post-issuance activities for debt, including updating debt service and interest expense calculations and making regular interest and principal payments.
- Ensure all cash, investment, and debt transactions are accurately and completely recorded in the corresponding system of record.
- Work with the New Construction Department to record and reconcile impact fees collected by NBU

monthly.

- Track impact fee developer annual rebates and provide reports to internal and external parties as requested.
- Monitor the Capital Improvement Plan (CIP) project funding requirements and ensure appropriate funding designation for each capital project.
- Collect and analyze capital project current and forecasted cash flow files monthly to ensure funding compliance and analyze projected annual cash flows against approved budget amounts.
- Assist various department managers throughout annual budget preparation process on items relating to cash management, investments, debt management, other income/expense, capital project funding sources and other areas as needed.
- Work closely with Budget Team and Rate Team during the budget process and rate setting process.
- Participate in annual financial audit by gathering and submitting all requested documentation, distributing and coordinating collection of third-party confirmations on behalf of external auditors and assisting Accounting Department in preparation of the Annual Comprehensive Financial Report (ACFR).
- Recommend and implement process improvements.
- Perform other related duties as necessary, including training new team members and/or back-ups.
- Additional tasks or special projects as required.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines.
- Maintain strict confidentiality of company, employee and customer information in written and oral communications and safeguard sensitive documents.
- Adhere to NBU policies and procedures, as well as safety guidelines and practices, at all times.
- Exemplify NBU Core Values of Safety, Team, Integrity, Culture and Stewardship.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

More Field of Study: Finance or related field

Work Experience Time Frame: Three Years or

Other:

Certification and Licensures Requirements

[Click or tap here to enter text.](#)

Other Minimum Qualifications

- Ability to prioritize tasks and respond positively and effectively to changes in priorities.
- Demonstrated ability to work with a strong sense of urgency and meet deadlines without close supervision.
- Ability to organize and evaluate complex amounts of information and documentation.
- Strong analytical and problem-solving abilities and attention to detail.
- Relevant experience with MS Office Suite, specifically Microsoft Excel, to produce reports, spreadsheets and presentations that are accurate, concise and navigable.
- Sufficient understanding of Generally Accepted Accounting Principles (GAAP) as well as company business processes, workflows and technologies specific to the utility industry is preferred.
- Displayed positive and collaborative attitude is imperative.
- Capacity to maintain professional demeanor at all times in all work-related dealings, as well as the motivation to develop and maintain positive internal and external working relationships with peers, consultants, etc.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☐	☒	☐	☐
Microsoft Excel	☐	☐	☐	☒
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☐	☒	☐	☐

Other Software Knowledge

Sympro Portfolio Management Software, NorthStar, Microsoft Dynamics GP

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Fax Machine, Calculator, Copier, Shredder, Computer, Scanner, Printer

Physical Demands

Standing: Occasionally

- ☒ Making Presentations
- ☐ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☐ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Lifting: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work

- ☒ Meetings

- ☐ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☐ For Files

Handling: Frequently

- ☒ Paperwork
- ☐ Monies

Kneeling: Rarely

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Frequently

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Never

- ☐ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Rarely

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Occasionally

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Other: Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☒	☐	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☒	☐	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☒	☐	☐	☐	☐
Frequent Change of Task	☐	☐	☒	☐	☐
Irregular Schedule/Overtime	☐	☒	☐	☐	☐

Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☒	☐	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date