

LCA – Business Analyst – Job Ad

Business Analyst

Are you someone who enjoys digging into numbers, untangling a complicated problem, and turning what you find into a clear recommendation someone can act on?

As a **Business Analyst** at **Lehigh County Authority (LCA)** in **Allentown, PA**, you'll work directly with our CEO on the financial and strategic questions that shape water and wastewater service across Lehigh and Northampton counties.

This is a newly created role with real ownership attached to it, and is an excellent opportunity for someone who enjoys variety, wants independence rather than a stack of routine tasks, and takes pride in translating complex financial information into something people can use.

This is local work with real stakes - if that's the kind of weight you want behind your work, we'd love to hear from you!

What the Job Looks Like

As a key financial and strategic resource for LCA's leadership team, you'll dig into the numbers behind our rates, our growth, and our biggest projects. Day to day you'll:

- Act as a thought partner to the CEO on emerging priorities, with the independence to take a project and run with it
- Build and maintain executive dashboards and reporting that give the CEO and Board real, current visibility into financial and operating performance
- Partner with leadership to untangle complex revenue and cost-recovery questions, and help communicate those changes clearly to stakeholders
- Lead analysis of water and wastewater rate structures, affordability metrics, and customer assistance programs
- Research and manage grant applications from submission through compliance and reporting
- Benchmark LCA's performance against peer utilities and bring outside best practices back to the leadership team
- Evaluate growth opportunities - acquisitions, regionalization, and intermunicipal partnerships - and build the financial models behind them

What We're Looking For

This is not a role for someone who wants to be told exactly what to do each day. Here, you'll have real ownership and the chance to shape how this role grows. Ideally, you bring:

- 2+ years of experience in business strategy, financial analysis, or a related field
- A bachelor's degree in business, economics, finance, data analytics, or a related field; a master's degree is a plus
- High-level proficiency in Excel; experience with Power BI or a financial ERP system like Tyler Munis is a strong plus
- Comfort building a financial model or analysis that actually drives a decision, not just fills a slide
- The ability to translate a complex financial concept for someone who doesn't live in spreadsheets - a Board member, a municipal partner, or a field operations colleague
- A self-starter mindset - comfortable taking a goal and running with it, then bringing a draft back rather than waiting for step-by-step direction
- Strong written and verbal communication skills, and genuine curiosity about public service

Experience in utility, municipal, or non-profit finance is helpful, but not a dealbreaker if the rest of this sounds like you.

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About Us

Lehigh County Authority provides water and wastewater services that support homes, businesses, and communities throughout the region. We're a nonprofit public agency serving residents and businesses across Lehigh and Northampton counties, including the City of Allentown - which means every dollar we bring in goes back into the infrastructure and service our communities depend on.

We value professionalism, teamwork, accountability, and a commitment to getting the details right. More about us here: <https://www.lehighcountyauthority.org/about-lehigh-county-authority/>

What We Offer You

Beyond the opportunity to build a rewarding career at the center of LCA's strategy and finances, we offer:

- **Starting pay range of \$80,000–\$88,000 per year, based on experience**
- Monday - Friday, 8:15 am - 4:45 pm schedule (no evening, weekend, or regular overtime expectations)
- A newly created role with real room to shape what it becomes and grow alongside it
- Medical, dental, and vision insurance for employees and eligible dependents
- Generous paid time off, personal days, excused absences, and paid holidays
- Company-paid life insurance, short-term and long-term disability coverage
- Pennsylvania Municipal Defined Benefit Retirement Plan and a 457 retirement savings plan

I'm interested; how do I get started?

If you're looking for meaningful work at the center of an organization's strategy, with a team that will trust you to run with it, we'd love to hear your story!

Apply to: <https://app.jobvite.com/j?cj=oJTUAfwQ&s=PMAA>

We're excited that you're considering joining the Lehigh County Authority (LCA) team! To make the hiring process smooth and efficient, we've partnered with myHR Partner. Your resume will be reviewed specifically for opportunities with LCA.

At LCA, we pride ourselves on being an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status, or any other protected status. Employment decisions at LCA are based on your qualifications, merit, and the needs of our business.

Thank you for considering LCA as your next career move. We look forward to learning more about you!