



## EMPLOYMENT OPPORTUNITY

**Closing Date:** 26.11.2024

# PROJECT ACCOUNTING ANALYST WINNIPEG, MB

*Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!*

### Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2 week period), depending on nature of work, operational requirements and work location.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment, and customer service, while actively supporting a diverse, equitable and inclusive workplace.

We are seeking a Project Accounting Analyst to join our Project Services department. Under the general direction of the Enterprise Projects Financial Services Lead, you will be responsible for providing project financial support on various construction projects managed by the Project Management Division (PMD). This will include responsibility for providing support in monitoring and controlling expenditures and reviewing and processing invoices/progress statements.

### Responsibilities:

- Review, analyse, and/or prepare invoices, Progress Statements, Miscellaneous Billing Requests, and verify that payment claims are valid and in compliance with the Terms and Conditions of payment.
- Evaluate/substantiate the accuracy and validity of backup documentation and make recommendations to Project Managers.
- Prepare and Review Service Entries, Goods Receipts, and Cheque Requisitions as required to facilitate payment of invoices and progress statements for various contracts. Obtain appropriate signing authority with respect to release/approval.
- Provide assistance to the Enterprise Projects Financial Services Lead and Senior Project Financial Analyst, including monitoring the integrity of financial transactions, working with SAP cost reports, and processing/parking journal entries.
- Prepare monthly actual cost confirmation reports for Project Managers, monitor their status, and respond to related inquiries/requests for additional information or analysis.
- Prepare Contract Completion Certificates as required and assist Project Managers with contract close-out.
- Establish holdbacks to reflect liabilities as required and monitor invoice, progress statement, and cheque requisition payments sent to Accounts Payable section to ensure supplier cheque receipt. Follow up and respond to late payment inquiries.
- Provide training and guidance on the use of SAP for purchase requisition, service entries, and project expenditure reports.
- Respond to internal and external customer inquiries with respect to contract progress claims, backup verification, and payments.
- Maintain ongoing contact and working relationships with Supply Chain Management, project site staff, consultants, Accounts Payable, and suppliers/contractors to expedite solutions to problems and respond to telephone and written inquiries related to the status of progress claims/payments.
- Assist with planning, controlling, and coordinating project budgets.

### Qualifications:

- Certificate in Accounting, plus three years of directly related experience, of which two must be in a project-related role.  
OR
- A two-year diploma majoring in Accounting, plus two years of directly related experience, of which one must be in a project-related role.  
OR
- A four-year degree majoring in Accounting, plus less than one year of directly related experience, of which must be in a

project related role.

- Work experience in a project environment and general knowledge of project management systems and principles is required.
- Demonstrated good knowledge of Microsoft applications, especially Excel.
- Demonstrated understanding of cost accounting principles and practices and of the Enterprise's procedures, policies, and regulations
- Ability to plan, organize, and control activities of various concurrent work assignments within the area of responsibility.
- Demonstrated strong interpersonal skills with the ability to establish and maintain harmonious working relationships and interact effectively with division staff at all levels.
- Demonstrated ability to use the SAP PS, MM, and CO modules for investigation and extraction of cost and resource data related to capital projects.
- Demonstrated ability to use the Finance Centre for operating budget preparation and cost control.
- Must be prepared to travel to remote areas and work outside of normal business hours.
- Possess a valid Province of Manitoba Driver's Licence.

### **Salary Range**

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$26.85 - \$35.81 Hourly, \$51,455.82-\$68,615.56 Annually.

### **Apply Now!**

Visit [www.hydro.mb.ca/careers](http://www.hydro.mb.ca/careers) to learn more about this position and to apply online. The deadline for applications is **NOVEMBER 26, 2024**.

We thank you for your interest and will contact you if you are selected for an interview.

***This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.***