



EMPLOYMENT OPPORTUNITY

Closing Date: 09.07.2024

CONSTRUCTION REPORTING ANALYST DUGALD, 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.

Under the general direction of the Contract Support Supervisor, will provide accounting and contract management support to the Construction Division including participation in the month-end and year end reporting processes.

NOTE: Position is located at Riel Converter Station.

Responsibilities:

- Develop and provide monthly, quarterly, and year-end construction cost reporting to Management and Finance using SAP and Analysis for Office (AFO).
- Assist in the calculation, analysis, generation, and distribution of billing letters and project summaries to contractors related to the Multi-Utility Underground Residential Distribution (URD).
- Preparation of monthly reconciliations and analysis to ensure integrity and completeness of tracking files and SAP entries.
- Preparation, gathering, and submission of accrual information to Corporate Controller Division including regularly communicating with groups within the Construction Division to ensure accuracy of information. Prepare payment documentation report.
- Manage the Forestry Contractors Daily Reporting (CDR) work progress and Cost Tracking System as well as corresponding Power BI Dashboard.
- Review service entries and release in SAP, including review of cost allocations, tax treatment, and accuracy as well as review of associated journal entries prior to posting.
- Support the Construction Division in various financial and work progress reporting needs.
- Prepare, issue, follow-up, and action results of Expenditure Confirmations related to the Rural Broadband Expansion project to monitor actual costs charged to the project.
- Develop and document process improvement initiatives, new tools, and provide department staff with training and guidance in these areas. Assist with enhancing and monitoring processes for review of contract expenditures.
- Provide support, training, and assist division staff with SAP information retrieval and processes, including reports and queries, to monitor and assess performance on projects.
- Provide ad hoc reporting and analysis and other duties as assigned.

Qualifications:

- Completion of a four-year degree in Business or Commerce (Majoring in Accounting) from a University of recognized standing plus two years directly related experience.
OR
- Completion of a two-year diploma in Business Administration Majoring in Accounting plus four years directly related experience.
- Work experience in project environment and general knowledge of contract management systems and principles is required.

MANITOBA HYDRO IS COMMITTED TO DIVERSITY AND EMPLOYMENT EQUITY

- Demonstrated advanced knowledge and expertise of the SAP – MM and PS modules for investigation of cost and resource data related to construction contracts.
- Demonstrated advanced skills in the application of Microsoft Excel
- Demonstrated intermediate to advanced skills in utilizing Sharepoint lists/libraries with an aptitude to perform higher functions using Power Automate and Power Apps.
- Thorough understanding of cost accounting principles and practices and of the Corporations procedures, policies, and regulations.
- Demonstrated ability to recognize, investigate, and analyze problems and opportunities and devise operative solutions for complex work situations, including recommending changes to existing systems.
- 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 strong communication skills both written and verbal.
- Thorough understanding knowledge of principles, techniques, and procedures of accounting.
- Ability to organize high volume workflow under varying levels of activity and conditions.
- Demonstrated team player exhibiting a high degree of positive morale and flexibility, as well as the ability to work with minimum supervision.
- Experience in contract control including the preparation of progress statements and contract reporting with an aptitude for accounting and attention to detail.
- Ability to handle confidential data with security.
- 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 \$35.06-\$48.51 Hourly, \$67,173.34-\$92,947.40 Annually.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.
The deadline for applications is **JULY 9, 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.