



# EMPLOYMENT OPPORTUNITY

**Closing Date:** 2024/02/12

## 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.

Under the general direction of the Contract Support Services Supervisor or delegate, will be responsible for providing accounting support to the Construction Division. Will be responsible for payment of contractor invoices, providing procurement support, and will require advanced knowledge of Excel and SAP.

#### **Responsibilities:**

- Audit and/or prepare Invoices, complex Progress Statements and Miscellaneous Billing Requests. Analyze backup and verify that payment claims are valid and in accordance with the Terms and Conditions of payment, ensuring proper account settlement. Identify concerns to Supervisor and/ or Section Heads/Project Managers for resolution.
- Prepare and release Service Entries, Goods Receipts and Cheque Requisitions as required to facilitate payment of invoices and progress statements.
- Prepare and/or conduct analysis of purchase orders, requisitions, change orders, and extra work orders. Verify that the work and invoices fall within the scope of the corresponding work package, communicating updates and concerns to stakeholders.
- Respond to inquiries from internal and external customer inquiries with respect to contract payment claims, back-up verification and other inquiries.
- Establish holdbacks to reflect liabilities as required, and audit and monitor invoice, progress statement and cheque requisition payments to Accounts Payable Section register, to ensure supplier cheque receipt. Directly communicate with Accounts Payable Section to resolve and expedite issues that arise.
- Make direct contact with the Purchasing Department, Accounts Payable Section, consultants and suppliers to expedite solutions to problems.
- Provide service and guidance to staff within Construction Division, with regards to SAP, contracts, preparation and processing of journal entries, adjustments and corrections to accounts as required.
- Recommends and initiates improvements to business unit processes and procedures as they relate to invoice processing

#### **Qualifications:**

- Certificate in Accounting plus two years directly related experience of which one must be in a construction project related role;  
OR
- Two year Diploma Majoring in Accounting plus one year directly related experience in a construction project related role;  
OR
- Four-year Degree Majoring in Accounting plus less than one year directly related experience of which must be in a construction project related role.
- Work experience in a construction environment and general knowledge of project management systems and principles is

required

- Demonstrated good working knowledge of the SAP – MM and PS modules, possess strong software skills in all Microsoft applications (Excel, Word, and PowerPoint)
- Demonstrated good working knowledge of Sharepoint
- Ability to organize high volume workflow under varying levels of activity and conditions.
- Demonstrated ability to recognize, investigate and analyze problems and opportunities and devise operative solutions for complex work situations, including recommending changes to existing systems.
- Good working knowledge of principles, techniques and procedures of accounting.
- Demonstrated ability to work independently and efficiently
- Demonstrated team player exhibiting a high degree of positive morale and flexibility, as well as the ability to work with a minimum supervision.
- Ability to establish and maintain effective working relationships both orally and in writing with internal staff and external contractors and First Nation Representatives
- Ability to handle confidential data with security

### **Salary Range**

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$1,969.22-\$2,625.93 Bi-weekly / \$51,199.72-\$68,274.18 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 FEBRUARY 12,2024.**

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.***

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