

JOB DESCRIPTION

Job Title: Capital Project Financial Analyst **Position Number:** 95-02

Incumbent: _____ **Effective Date:** April 2021

Status: Permanent, Full Time **Pay Level:** 8 **Bargaining Unit:** X Yes No

Supervisor's Title: Director, Engineering and Capital Projects

Department: Engineering and Capital Projects

SUMMARY

Reporting to the Vice President, Engineering and Capital Projects, the incumbent provides analysis that assists the project team to successfully deliver projects on time and on budget. The Capital Project Financial Analyst is responsible for all cost reporting and forecasts of projects, preparation and presentation of the 5-year capital plan, and the annual capital budget and quarterly forecast updates of the capital plan. The Capital Project Financial Analyst supports the annual close out of completed capital projects and the setup of capital projects in the financial system. Prepares monthly capital reports, ensuring the accuracy of project costs.

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1. Prepares cost reporting and forecasting of projects, preparation and presentation of the 5 year capital plan, annual capital budget and quarterly forecast updates of the capital plan for the Senior Leadership Team and the Board of Directors.
2. Supports the development and tracking of capital project metrics and Key Performance Indicators (KPIs).
3. Supports the Asset and Project Managers with the annual capital planning and budgeting process. Coordinates departmental submissions to the annual capital plan for timeliness and consistency and for the quality of the expenditure justification, providing advice and assistance as required.
4. Ensures capital projects are set up with the appropriate budget and all supporting information is ready for use in the accounting system as required by the annual capital budget.
5. Participates and supports project procurement activities:
 - Supports bid specification development;
 - Participates in bid evaluations;
 - Supports contract negotiations;
 - Tracks and processes payments against contract; and
 - Prepares and executes change orders and contract close outs.
6. Supports production of the monthly capital report including assisting Project Managers with

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updates to project forecasts and spending profiles.

7. Manages the annual close out of completed capital jobs throughout the year to ensure annual audit deadlines are met.
8. Conducts special audits to reconcile or assess individual project accounts and prepares materials for Senior Leadership and Board of Directors.
9. Where applicable, prepares and files documentation necessary for the purposes of collecting project contributions from funding partners.
10. Assists in the preparation and defense of General Rate Application before Yukon Utilities Board, including but not limited to capital project descriptions and development and defense of project business cases.
11. Assists in the planning and completion of the Corporations' year end external audit by preparing year-end working papers on capital projects.
12. Provides training to and receives training from co-workers, as well as performs other responsibilities in applicable areas within the work unit as assigned by the manager.
13. Identifies and drives process improvements related to capital budgeting and reporting.
14. All other duties as required.

WORKING CONDITIONS

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess an Accounting diploma with a minimum of three years of related project or cost accounting experience.
- Experience or familiarity with a project management environment.
- Knowledge and experience in financial planning procedures to provide sound advice and recommendations regarding the development, implementation and resolution of capital plans.
- Strong fluency with Excel formulas and functions.
- Strong analytical and data gathering skills.
- Strong business acumen.
- Comfort dealing with ambiguity and the ability to work independently.
- Experience presenting to senior executives and excellent communication and presentation skills.
- Demonstrated expertise in business analysis, financial modeling, budgeting, forecasting, financial analysis.

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- Ability to multi-task, prioritize and manage time efficiently.
- Experience with project modelling.
- Experience working in a utility would be an asset

Incumbent

Supervisor

Director

Date