

Project Controls Analyst

As a Project Controls Analyst, you will work in support of a key Woodland Solutions Group client in the electricity/ gas transmission and distribution space. Your work will focus on project costing and scheduling, financial analysis and reporting, general project management support, and data management.

Schedule: Monday – Friday, 8am to 5pm is the typical schedule.

Location/Work Arrangement: Sacramento/Sierra. This is a hybrid role.

Travel: Occasional travel to meetings and jobsite walk downs.

Classification: Salaried, Exempt

General Duties and Responsibilities

Schedule Development and Analysis:

- Collaborate with Project Manager to develop project schedule and cash flow/forecast plans with functional department input.
- Attend Project and Job kickoff and Walk Down meetings.
- Create, maintain, and update schedules.
- Document, monitor, and communicate project milestones and risks to appropriate stakeholders.
- Participate in project status meetings, collect progress data and revise project plan as needed.
- Monitor financial progress and maintain Project Manager's order group.
- Develop, maintain, and control project schedule plans using specified software.

Cost Plan Development and Analysis:

- Create, maintain, and update monthly forecast budgets.
- Prepare various cost reports and maintain forecast accuracy.
- Prepare project performance analysis, cost, and schedule status reports.
- Identify cost and schedule variances from objectives and recommend corrective action.
- Assess and report on project performance.
- Ensure that responses to project budget, and GRC or FERC cost requests reflect accurate and current project cost information.
- Provide regular communication on project cost, schedule and risk status to project team members, stakeholders, and the public.
- Prepare journal entries and coordinate or process goods receipts.

Project Documentation & Reporting:

- Assist PM with Post Job Critique. Analyze project outcome against project plan and identify process improvements.
- Manage orders from inception through completion and ensure all required documentation is entered into applicable systems.
- Resolve all open items, ensure compliance requirements are met and settlement rules are entered, and close order.
- Maintain scope change, contingency release, change order, and journal entry logs.

- Document change order requests, project status, key issues, risks and resolution, priority changes and approvals.
- Provide Project Manager with monthly report of project costs and/or schedule information including variance analysis according to an agreed upon level of detail and prioritization.

Data Management

- Maintain Construction Management Databases to track operational metrics, quality and analysis.
- Validate weekly and monthly data sets and review all reports for accuracy.
- Provide technical support for the job status system.

Project Budget & Cycle Forecast Monitoring & Reporting:

- Prepare various monthly and weekly project performance reports such as budget and cycle forecast reports and finance status reports, utilizing the financial tracking software (e.g., SAP/BW system and PMD).
- Coordinate and work with all stakeholders to create new reports that best measure and support sound business decisions, to meet Year End Annual Budget target.
- Coordinate and summarize project cycle forecast variance explanations for the department, to report out to stakeholders.

Financial and Performance Management:

- Analyze financial results on a monthly basis, providing explanations of significant cost drivers to PM Leadership (reports such as the Green-Red Scorecard and Lessons Learned Reports).
- Other duties as assigned.

Position Qualifications

Knowledge, Skills & Abilities

- Strong analytical capabilities and mathematical skills.
- Ability to budget, forecast, monitor, and report financial data.
- Understanding of accounting principles.
- Demonstrated knowledge of Project Management principles, including Risk Management and Earned Value Analysis.
- Exceptional communication skills, verbal and written.
- Detail-oriented with ability to manage multiple tasks simultaneously and independently.
- Proficiency in Microsoft Office with advanced Excel skills.
- Ability to learn enterprise software systems quickly.

Education & Certifications

- Bachelor's degree or equivalent combination of education and experience.
- Associate in Project Management (CAPM) or Project Management Professional (PMP) Certification a strong plus.

Experience

- 2+ years of experience in one or more of the following: electric gas transmission or distribution business operations, business planning, accounting, finance, construction management and/or project management.
- Experience using electronic document management systems (EDMS) and PMD, and the following tool software, is a strong plus: MS Project, SAP Work Management, Controlling Orders, Planning Orders, Business Information Warehouse (BW).