

Project Cost Analyst

Calgary, Alberta

THE ROLE

Accuracy, attention to detail and a **continuous improvement mindset** are the key attributes we are seeking in a Project Cost Analyst.

On a daily basis, the Project Cost Analyst provides administrative support to our Technical Services team from project planning through to project close. They work closely with project managers to ensure the accurate set up of projects in our professional services automation tool (Changepoint), create and maintains each project's budget and schedule and provide timely analysis of progress.

The Project Cost Analyst assists the department Vice President with reporting, ongoing monitoring of projects and timesheet conformance. They work with accounting to reconcile information in Changepoint to accurately reflect our invoices.

Our ideal candidate is known for their ability to manage a high workload and competing priorities, and is highly organized. Strong analytical capability with an ownership mindset is required. This is an excellent opportunity to take your skills and experience to the next level.

ABOUT DYNAMIC RISK

Dynamic Risk is a widely recognized integrity and risk management company in the energy sector. We've been delivering our expertise and solutions since 1996 and we've become the industry leading provider of pipeline integrity management solutions. We are the only provider who combines science, engineering and technology to help our clients operate efficiently while at the same time improving pipeline safety and system reliability.

Dynamic Risk is a privately held company, achieving double digit growth year over year, for the past eight years. We are headquartered in Calgary, Alberta with US Operations located in Houston (The Woodlands).

WHY JOIN US?

Dynamic Risk is committed to creating extraordinary value for our clients through technology and people. Our values define what we stand for and believe as a company, and our employees will tell you they are lived every day.

As a member of the Dynamic Risk team you'll work in a collaborative environment where individual contribution and leadership is encouraged, going above and beyond is recognized and rewarded, where technical challenges are inspiring and valued, and where you'll have direct influence on the Company's direction and success.

WHAT YOU'LL GET TO DO AS A PROJECT COST ANALYST

- Provide project administration support on assigned engineering projects (cost control, project performance and report deliverables)
- Create new projects and tasks in Changepoint for Engineering Projects
- Create, maintain and manage cost forecasting/reporting systems to ensure accuracy and visibility of project estimates and budgets to project scope/objectives
- Ensure all costs are properly recorded and collected for invoicing purposes, ensures proper tracking, analysis and forecasting of project costs and provide job costing information and reports to project managers
- Facilitate monthly cost control health checks with project managers on projects >\$1MM
- Maintain change control and the change order register
- Update Changepoint with invoice reconciliations and other requests, such as input close out of completed projects
- Create new projects and tasks in Changepoint
- Create Cognos reports as requested
- Continually monitor and regularly audit engineering workflow processes to drive improvement and efficiencies of service

WHAT YOU'LL NEED TO BE SUCCESSFUL

- 1 to 3 years project controls experience, ideally in an engineering consulting environment
- A proven understanding of project management and project control principles
- Practical experience in the application of basic accounting fundamentals as they relate to project work, including accruals and deferrals, revenue and expense matching, work in progress transactions, and cash flow reconciliations.
- Strong sense of ownership, with demonstrated interpersonal and problem-solving skills
- The ability to lead multiple and changing priorities under tight deadlines
- Demonstrated experience in setting up projects and monitoring the costs and progress against hours
- Strong time management skills, and ability to prioritize a broad range of time sensitive tasks
- Ability to work independently, with minimal supervision
- Working knowledge of Changepoint or Dynamics 365 an asset
- Strong MS Office skills (Word, Excel, PowerPoint) required

APPLY NOW: careers@dynamicrisk.net

Dynamic Risk is an equal opportunity employer offering a competitive compensation package, and unlimited potential for professional growth and development. We are a premier provider of pipeline integrity solutions in North America and we excel at providing engineering expertise through technology.