

Job Announcement

Position: Financial/Project Systems Specialist
Division: Finance
Rate: \$50,000-\$56,000

FLSA: Exempt
Posted: April 29, 2021
Application Deadline: 4:00 p.m., July 30, 2021

Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Project Systems Specialist within the Finance Department. They will be responsible for assisting with maintaining the Enterprise Resource Planning (ERP), information system (e-Builder), process modifications and implementation, project reporting, and supporting departmental business needs.

This individual, under the supervision of the Senior Manager of Project Controls, will work closely with our internal staff and external vendors to deliver, maintain, and troubleshoot systems functionality through user feedback and knowledge of project management systems and practices.

Duties:

- Primary liaison between Engineering, Finance, Procurement, and other PWSA departments to provide insight into business requirements and priorities for projects, enhancements, forecasts, reports, and day to day support.
- Responsible for project setup which includes entry of project budgets, commitments, and purchase orders.
- Manage and update (quarterly) the Project Management Policies and Standard Operating Procedures (PMP-SOP) manual.
- Drive improvements of processes, systems, and reporting to provide more transparency and visibility into current and future results.
- Provide recommendations and business project management for ERP system changes, including integration with other systems or processes.
- Review functionality and manage implementation of new system and software updates including configuration, testing, and informing end-users.
- Monitor electronic financial controls to ensure that all phases of project life cycles and transactions processed through the system are in conformity with PWSA goals and objectives.
- Identify system issues, generate reports based on findings, and complete probable causes and solutions to treat the system issues.
- Provide hands-on daily support of technical systems to PWSA staff.
- Perform periodic and year-end system audits for data updates, data integrity checks, and process functionality.
- Assist PWSA personnel with the extraction of financial/project data used in the preparation and distribution of reporting packages.
- Assist and support current e-Builder team with processing invoicing, contractor pay applications, and/or purchase orders conducted within or outside of e-Builder.
- Generate dashboards and reports for departments as needed.
- Follow and adhere to policies and procedures to ensure the company has proper controls embedded in each process.
- Assist with related user maintenance activities, such as setup, role assignment, role permissions, and license utilization.
- Provide training tools / sessions as technology is enhanced or replaced.
- Performs other duties as assigned.

Background:

- Bachelor's degree in Business, Finance, Engineering or related field from an accredited four-year college or university.
- Must show two years of professional project systems/construction management software experience.
- Advanced proficiency in Microsoft Office Suite products, particularly Excel.

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Knowledge/Skills/Abilities

- Strong ability to maintain a “super user” technical knowledge of the company’s ERP and other financial and operational systems
- Strong analytical skills and effective written and verbal communication skills
- Strong functional understanding of project management software (preferably e-Builder) and ERP systems (Oracle, SAP) and capabilities
- Ability to research system errors through advanced problem-solving skills and methodical elimination of variables
- Ability to work with end users (training as needed), identifying causes of system issues they are experiencing, documenting, and providing solutions
- Ability to perform reconciliation of historical data during migration and after implementation of entity structure changes
- Ability to translate business process to functional system design decision
- Confident and skilled in working independently and proficient in functioning in a team environment is desired

General Requirements:

Applicant must have permanent residency in the City of Pittsburgh at time of appointment and remain a permanent resident throughout employment with the PWSA. Verification of City residence is required at time of filing application. Applicant must present a current, valid Class C (Class 1) PA Motor Vehicle Operator’s License at the time of application or prior to appointment. A valid driver’s license must be maintained throughout employment.

Physical Demands and Working Conditions:

- The employee will be required to complete routine office work in a standard office setting. They also must regularly lift or move up to 20 pounds.
- Exhibit full range of motion to complete tasks like climbing, balancing, kneeling, or grasping.
- Ability to utilize senses to see, hear, and talk.

The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Applications:

Application forms are available online at www.pgh2o.com/about-us/careers or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to HR@pgh2o.com, by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority
ATTN: Human Resources
1200 Penn Avenue
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.