



Sr. Analyst, Procurement & Finance

Job Info

JOL: 110779

Posting Expiration Date: Nov 10, 2023

Schedule Type: Full-Time

Minimum Salary: \$95000

Maximum Salary: \$120000

Organization: OR Project Management

Department: OR Project Management

Section: PROJ MGT Project Management

Location: NY-West Nyack-West Nyack

Similar Jobs

[Chief Construction Inspector - Public Improvement](#)

[Specialist, OR Project Management - Electric Vehicle Program Team](#)

[Project Specialist- OR Utility of the Future \(E-Mobility\)](#)

[Sr Procurement Specialist- Supply Chain Indirect Operational Services Procurement](#)

[Department Manager - Distribution Planning, Demand Management](#)

Job Description

Mission Statement

- Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) employees are required to follow health, safety, and environmental policies, EEO, Standards of Business Conduct, and all other applicable company policy and procedures. We all share a responsibility to advance the company's mission by excelling at our three corporate priorities – safety of our people and the public, operational excellence in all that we do, and ensuring the best possible customer experience.

Core Responsibilities

- Ensures implementation of Company safety, health and environmental programs for employees whose work is directed. Ensures that safe work practices are followed and the environment is fully protected in accordance with Company policy and governmental regulations.
- Committed to the Way We Work Principles, and adhere to the Company's Standards of Business Conduct and other Company procedures including Environmental, Health and Safety

("EH&S"), Equal Employment Opportunity ("EEO"), discipline, and security.

- Dedicated to enhancing the customer experience, both within the Company and externally and demonstrates a commitment to the ideal of developing a proactive, customer-centric culture to foster trust and confidence among customers and improve value for all our stakeholders.
- Manages all project procurement and tracking of Spot Buys, BPAs, CPAs, EPCs and all procurement bid efforts.
- Coordinates data responses with Subject Matter Experts throughout the Company for internal and external audits.
- Develops technical solutions and automated processes for work functions in the department.
- Creates requisitions, maintains requisitions list, and monitors the department's capital projects. This includes identifying and analyzing monthly accruals and preparing status reports.
- Processes receipts in Oracle in accordance with the terms and conditions of vendor contracts as well as Company policies and procedures.
- Provides support for the timely resolution for payment discrepancies.
- Responsible for ensuring invoice verification processes are consistent with CM-1(Construction Admin Manual) and the department's best practices.
- Coordinates department's Capital and O&M Budget preparation, analysis and monthly forecasting.
- Responsible for the coordination and oversight of all project scheduling, project estimating, and project status reporting.
- Utilizes and assists in the development of the departmental SharePoint and associated workflows/processes.
- Attends field visits, field walks and pre-award meetings. Coordinates engineering package and schedule review meetings as necessary to support the Project Management team.

- Provides administrative support to Project Management and other organizational staff as needed, including verifying account numbers and verifying and routing invoices in the Oracle system.
- Represents the department by working on teams or committees as assigned.
- Perform other related tasks and assignments as required.

Required Education/Experience

- Bachelor's Degree and at least 4 years of related work experience. or
- Associate's Degree and at least 6 years of related work experience.

Relevant Work Experience

- Must have strong decision-making, organizational, presentation and interpersonal skills. Required
- Must have excellent written and verbal communication skills and be able to deal interact tactfully and effectively with all levels of the organization, as well as customers and outside vendors. Required
- Demonstrated proficiency in using Microsoft Office products (e.g. Word, Excel, PowerPoint, Outlook). Required
- Must be well organized, detail oriented, flexible to handle multiple assignments and able to meet deadlines. Required
- Experience with MS Project or Visio. Preferred
- Knowledge of project budgeting, scheduling, estimating and work management systems, accounting systems, and workload planning tools (e.g. Primavera, Microsoft Project). Preferred
- Experience in project management, engineering, accounting or finance is preferred. Preferred

Skills & Ability

- Demonstrated analytical skills

- Articulate and responsive to colleagues
- Strong verbal communication and listening skills
- Effectively coaches and delivers constructive feedback
- Ability to simultaneously handle multiple priorities
- Excellent organizational skills
- Performs work independently with minimal supervision
- Demonstrates a high commitment to quality
- Demonstrated time management and priority setting skills

Licenses & Certifications

- Driver's License Required
- Certified Project Management (CPM) Preferred or
- Project Management Professional (PMP) Preferred

Other Physical Demands

- Must be able to respond to Company emergencies by performing a System Emergency Assignment to restore service to our customers.
- Must be able and willing to travel within Company service territory, as needed
- Must be able to participate in the Company's emergency management processes and storm plans as required.

Technical Difficulty Statement

- For technical issues, please contact us at careerconnect@coned.com

Equal Opportunity Employer

- Consolidated Edison Company of New York, Inc. (Con Edison), Orange & Rockland Utilities (O&R), and Consolidated Edison Transmission (CET) are equal opportunity employers. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of the

individual's actual or perceived disability, protected veteran status, race, color, creed, religion, sex, age, national origin, gender, gender identity, gender expression, genetic information, marital status, sexual orientation, citizenship, domestic violence victim status, or any other actual or perceived status protected by law.