Job Title: PD Project Portfolio Analyst - HQ - Expires- 8/17/2015  
Job ID: 4073  
Location: Headquarters- Winchester, KY  
Full Time

EKPC Company Information

East Kentucky Power Cooperative is an electric generation and transmission company headquartered in Winchester, KY, just 15 minutes east of Lexington. We also have facilities across the state of Kentucky that generate electric power and service centers for local power lines and substations support.

EKPC offers a wage and benefits package that ranks among the best in the state. EKPC provides a 401(k) retirement plan; a medical and dental plan; competitive vacation package; and a professional work environment.

EKPC is an Equal Employment Opportunity Employer Minorities/Women/Disabled/Veteran

Key Roles

Collects data and provides analysis, draws inferences, creates reports, and makes recommendations associated with the entire portfolio of Power Delivery capital projects. Administrator of the Power Delivery portfolio management software (OPPM) and the Capital Management Process. Develops and maintains the departmental O&M budgets for Planning, Design, Construction, and Project Management departments.

Key Responsibilities

- Serves as system administrator for Oracle Project Portfolio Management (OPPM) system and the Capital Management Process in this software.
- Maintains and updates the capital project portfolio (OPPM) database on a day to day basis.
- Coordinates with Cost Engineer and Project Managers to collect data and present project related cost, schedule, and scope changes to the Capital Management Committee (CMC) for review.
- Maintains the Master Project List of projects included in the 3-year capital budget, including project related data.
- Maintains RUS approval information for projects and ensure projects have maintained the appropriate financial approvals before execution.
- Interfaces with Finance after project close providing RUS required funding information and responding to audit requests from Finance and Accounting related to projects.
- Prepares reports and graphs reflecting forecasted capital project spend versus budget, actual project spend versus forecast, and various other items for the CMC monthly meeting and for Project Managers and their Leadership.
- Manages the CMC Agenda, ensuring action items are addressed and completed, project and problem scoring is completed in a timely manner, and that problem statement evaluations are completed.
- Maintains a thorough and accurate source of record of project approvals and CMC actions for the project portfolio.
- Reports on data quality, completeness, consistency and integrity, and publishes appropriate portfolio and project metrics. Communicates findings and supports project managers to maintain a high level of project data quality.
- Uses EKPC’s enterprise tools (OPPM, Primavera P6, and PeopleSoft) to gather and analyze data for reports.
- Develops reports and reporting tools for the CMC and Management based on the current and forecasted performance of the capital project portfolio, and based on feedback from Power Delivery Management personnel.
- Ensures that effective project controls are in place to monitor project performance. Understands the links and dependencies between projects.
Maintains various spreadsheets and project lists to provide information to the CMC and other staff.

Provides financial/budget analysis using many different tools (PeopleSoft, BI, Excel, OPPM) to a wide range of internal EKPC staff.

Provides direction on Capital Management Process and procedures to Project Managers.

Performs financial analyses using a variety of techniques; payback / breakeven, present value, variance analysis, etc.

Develops and distributes a comprehensive quarterly operating budget report for Planning, Design, Construction, and Project Management departments providing explanations for any budget discrepancies.

Develops and revises PeopleSoft queries and BI dashboard reports for analysis of capital project and O&M actuals. Understands and can identify and explain the differences between BI and PeopleSoft data to other PD staff.

Provides accounting, finance, and payroll interface to improve/assure flow of accurate information on capital projects.

Assists project managers and PMO Cost Engineer with monthly project reports, detailing actual vs. budgeted costs, assists in revising budgeted estimates and in developing an At-Project completion forecast.

Key Requirements

Education: Bachelor's degree in business, finance, accounting or related area required. PeopleSoft Accounting software related experience preferred.

Experience: Five (5) of related experience.

Skills and Abilities:

- Strong analytical skills.
- Strong computer application; spreadsheet, database, word processing, and internet knowledge.
- Strong knowledge of PeopleSoft Query.
- Strong oral and written communication skills.
- Strong customer focus for a broad range of customers.
- Effective interpersonal skills; ability to interact successfully with all facets of the organization.
- Ability to work independently and exercise significant levels of discretion and judgment.
- Ability to prioritize work in a multi-task and fast-paced environment.
- Ability to work on tasks requiring great attention to details.
- Strong teamwork orientation.

Competencies

- Technical/Professional Knowledge and Skills
- Quality Orientation
- Contributing to Team Success
- Decision Making
- Building Trust
- Initiating Action
- Planning & Organization
## Conditions of Employment

- General office environment apply to this position with travel in and outside the system required; travel may be overnight and may require work outside normal hours.
- Occasional lifting up to 20 lbs. is required for this position.