



Position Title: European PCA

GE Business:	GE Digital Energy		
Reports To:	Service & Projects Manager	Location:	Zamudio
Career Band:	Lead Professional Band		

Job Specification

Reporting directly to the Service & Projects Manager, the PCA is a key member of the Customer Services team, supporting the day-to-day project control, analysis and reporting activities. PCA will be responsible for the Project accounting process: PPR, Backlog maintenance, Billing, EAC, inventory. The PCA's role comprises of two components: (a) interface function between Customer Services Management & Finance; (b) support Management functions as detailed below. PCA is the owner of Oracle in terms of correctness, extracting, managing and analysis of data. This is a regional role, with specific responsibilities to administrate specific key contracts and accounts.

Essential Functions (Responsibilities):

- Set up projects as per company policies, based on information received from ITO, and approval of the Project Manager, following T&Cs on revenues and billing agreed by Finance;
 - Pro-actively communicate and maintain billing schedules, collection schedules and sales forecasts. Monitor progress; provide problem analyses and suggest corrective actions.
 - Analyze customer purchase orders and be cognizant of crucial T&Cs, schedule, contractual or logistical elements.
 - Identify potential issues that may impact project financial performance; communicate this to the PM for coordinating a resolution. Provide a monthly summary of unresolved issues to the Ops Director.
 - Provide support if required to ensure completion of all contract tax, export (licensing, boycott, etc), and legal, insurance and other compliance requirements.
 - Develop best practices for financial management & processing and reporting for the region
- Provide support to Customer Services Managers on projects' activities – on the following:
- Requisitions based on inputs from the Project Engineering/ PM for Purchase Orders.
 - Receipt invoices on the Oracle system & issue resolution.
 - Accurate financial information on the projects for updating ETCs & EACs and the PPR tool
 - Regularly reconcile POs to aid the PM drive project savings through better PO management within projects (incl. close-out projects).
 - Monthly PPR reviews (with reasons on EAC variations) with upper management.
 - ·Comply with GE rules on documentation and records maintenance.
 - ·Work with Finance to improve Revenue Recognition model, improve forecasting & projects estimates – integration with Finance.
 - ·Improve Inventory forecasting model & drive reduction opportunities; periodically issue inventory forecasts to Finance.
 - Develop billing analysis/ process, to focus on efficient timing & cash collection.
 - ·Implement Funding & Order book reconciliation
 - ·Implement standardization within business on project tools used for both actual data and forecasting.
 - ·Support business effort to generate revenue through variation orders
 - Ensure 100% compliance and consistency of data
 - Production of necessary reports from ORACLE to drive productivity
 - Comply with SOX regulations, with respect to his activity.
 - Drive PPR accuracy and cleanliness (incl. close-out projects);
 - Provide support during company's audits from projects' perspective;



- Support in the process of projects closeout.
- Continuously monitor the financial status of projects. Identify and recommend areas for improvement.
- Prepare invoices and submit to customers, participate in cash collection process for resolution of project related issues.
- Provide PMs and Finance with the updated status of revenue and updated forecasts..
- Compile the PPR Summary & review with PM and Ops. Director prior to submitting to HQ

In addition to the duties and responsibilities listed, the PCA will be required to carry out other duties assigned by their manager as reasonably required.

Qualifications/Requirements:

- A relevant Degree or equivalent experience is required.
- Minimum of 2 years relevant projects experience in a projects business environment is essential.
- Oracle system experience required.
- Excellent PC skills and MS Excel proficiency.
- Proficiency level in English required and in French desired.

Attributes: -

- Ability to work independently and/or as part of a team within a dynamic environment.
- Ability to organize, prioritize and achieve milestones and deliverables.
- Passionate about accuracy and timeliness
- Open to working extended hours if the situation requires
- Sound judgment, level headed under pressure, with an ability to think on feet.
- Self-starter with a sense of urgency and an ability to work to tight deadlines.
- Excellent verbal and written communication skills.
- High interpersonal skills.