



# Direct Energy™

## JOB DESCRIPTION

<b>Job Title:</b>	Manager, Retail Settlement
<b>Business Unit:</b>	Western Region
<b>Department:</b>	Finance, Western Region
<b>Work Location:</b>	Calgary, AB
<b>Full-time/Part-time:</b>	FTE
<b>Effective Date:</b>	

### **Primary Focus:**

Reporting to the Manager, Financial Reporting and Treasury, you coordinate, prepare, verify, and report the system load of energy and tariffs data files delivered to DEML by the Load Settlement Agents (LSAs), Wire Service Providers (WSPs) and Meter Data Managers (MDMs). You are also responsible for reviewing the variances between the allocated energy and the meter reads

### **Accountabilities:**

Specific duties include:

- Perform Settlement Analytics
  - Ensure variances between Customer metered energy amounts and Load Settlement Agent (LSA) allocations are within set tolerances
  - Review variances at a detailed level to ensure LSA allocations represents the proper allocation given the MDM files (DIM/DCM) enrollment and contract records
  - Identify, report, and address missing and/or incorrect data received from the MDM and LSA at the site level
  - File Post Final Adjustment Mechanisms (PFAM) and Pre-Final Error Corrections (PFEC) in accordance with the Alberta Settlement Code
- Ensure data integrity within Direct Energy Applications
- Identify and implement process and financial controls to address data risks and future concerns
  - Identify and co-ordinate system issues as related to Wholesale Settlement data processing
  - Verify data load process and review system logs daily
  - Identify, report, and address missing and/or incorrect data with WSP and LSA in a timely manner
  - Perform on-going analysis of data processes to identify process improvements and data optimization
- Act as subject matter expert for LSA, MDM and WSP data
- Prepare, analyze, and distribute Wholesale Settlement and Tariff data to assist Billing, , Retail Pricing, Finance and EMG.
  - Manage reporting and extraction of Settlement data to interested stakeholders
  - Participate in projects related to Settlement data accountability

### **Skills & Qualifications:**

- This position requires relevant Alberta retail settlement experience.
- a university degree in Business Administration, Finance, Economics, or IT, supplemented by a minimum of five years experience, with an emphasis on high-level detailed financial or analytical analysis.
- This position requires excellent project management and research skills.
- capable of working with large quantities of detailed information while maintaining a focus on accuracy.
- Knowledge of Oracle and SQL is required in addition to experience with MS Access, Excel, databases, VBA, and Business Objects is required.
- exceptional oral and written communication skills, combined with the ability to conduct yourself comfortably, diplomatically, and professionally with all levels of management and across organizations.
- This position requires a well organized self-motivated individual who can work independently or as part of a team.