



## CAREER OPPORTUNITY

**Title:** Liquids Pipelines Contract Revenue Advisor  
**JOB OPENING # 15412**

Enbridge Pipelines Inc. has a rewarding opportunity for a Liquids Pipelines Contract Revenue Advisor in the Contract Revenue Administration Department in Edmonton.

### SPECIFIC ACCOUNTABILITIES

As a member of the LP Contract Revenue Administration Team in Edmonton, the incumbent will assist in providing assurance that all revenue contracts are budgeted, billed and accounted for in accordance with contract terms. The incumbent will work collaboratively within the Asset Manager team to ensure all revenue contracts are correctly entered into the Upside Contract Management System and that contract event triggers are correctly configured and are monitored. The incumbent will also assist with the administration of the shared repository for revenue contract information.

### CANDIDATE REQUIREMENTS

- Will be an active part of a team that will be responsible for reviewing economic, budget and accounting models for compliance with contract revenue terms.
- Assist in the review and/or testing of processes, controls and financial results for contract revenues.
- Collaborate with relevant staff to periodically update contract revenue process and procedural information.
- Coordinate with the SOX and Audit Services teams to ensure adequate coverage without duplication of contract revenue testing.
- Work actively with Asset Manager, Legal and other staff to ensure revenue contracts are completely and accurately entered into the Contract Management System, along with appropriate contract event triggers.
- Assist with the administration of contract revenue shared repository access.
- Gather, publish and/or monitor to ensure shared repository contains or is linked to all relevant contract information.
- Assist with the ongoing monitoring and reporting of revenue contract event triggers and their status.
- As required, work with Business Development, Asset Manager, Upside and Getting 2 Be teams to ensure relevant contract information is captured and tested for Upside and G2B system implementations.

## **QUALIFICATIONS**

- University or technical degree / diploma with a professional accounting designation.
- Minimum four years working experience, with preference in pipeline, oil & gas or utility industries and/or contract administration.
- Solid understanding of accounting and financial reporting principles and processes required; US GAPP knowledge desirable.
- Understanding of auditing principles required; internal audit experience as asset.
- Intermediate to expert proficiency in MS Excel.
- Knowledge of SharePoint and MS Visio is desirable.
- Basic knowledge of MS Office suite, Oracle Financials, Upside Contract Management System and LiveLink will be an asset.
- Strong analytic skills and problem solving abilities.
- Ability to read and interpret business contracts and agreements, and understand the related accounting implications.
- Excellent organization skills and attention to detail, willingness to take ownership of assigned duties.
- Excellent communication skills and customer focus, recognizing that the incumbent is part of a service group for Liquids Pipelines.
- Able to work independently or on a team with little supervision and to self-manage work and priorities.
- Valid driver's license and passport with no restrictions on entering US.

## **HOW TO APPLY**

Enbridge, where energy meets people, named one of Canada's Top 100 Employers and Alberta's Top 50 Employers for 2011.

If you are interested in this exciting opportunity, please apply on-line through our website at [www.enbridge.com](http://www.enbridge.com) in complete confidence by September 12, 2011, 12 midnight Eastern Time, quoting Job Opening #15412.

Only candidates being considered for an interview will be contacted.