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**Newmarket-Tay Power Distribution Ltd.**

## **FINANCIAL ANALYST (TEMPORARY)**

**Job ID: FI-22-102**

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Financial Analyst (1 Year Temporary)**, working in a team environment reporting to the Controller, at our head office in Newmarket.

### **POSITION SUMMARY**

You will provide financial administrative and analytic services to support the Controller and the Chief Financial Officer. Your responsibilities will include; analysis and reconciliation of accounts (e.g., banking, payroll, accounts payable and receivable); preparing financial statements; assisting with reporting and record keeping to comply with legislative and regulatory requirements (e.g., OEB filings); maintaining financial records in accordance with the CPA Handbook's financial reporting requirements and international reporting standards; providing revenue, cost of power analysis and accruals for monthly financial reporting; and assist in developing, updating and maintaining policies and procedures. This is an excellent opportunity to use your financial expertise and experience in a fast-paced, team environment of professionals dedicated to customer service, collaboration, and cooperation. In addition to your excellent financial administrative and analytical skills, experience working in the electricity sector, especially in an LDC, or in another regulated sector while not mandatory to apply, is highly desirable.

The successful candidate will thrive on people and detail; have the ability to work collaboratively in a team environment to manage priorities, and complete a large volume of work to a high standard while meeting tight deadlines on an ongoing basis; superb organizational, priority setting, and multi-tasking skills; and demonstrated ability to work independently and exercise good judgement in managing time and making decisions, while also knowing when to seek direction and/or support from the Controller or other staff. To be considered for this position, you must have your CPA designation or be within 1 year of achieving it (i.e., by 2023).

### **DUTIES AND RESPONSIBILITIES**

- Reconciliation of accounts to ensure consistency and accuracy, and following recognized accounting standards (e.g., payroll, accounts payable and receivable, HST)
- Preparation of reports, filings, record keeping and other communications in compliance with legislation and regulatory requirements
- Financial information analysis and preparation of reports for NT Power's regulatory, operations and engineering functions
- Preparation of monthly financial statements and balance sheet reconciliations
- Drafting routine correspondence
- Liaising with customers as required
- Assisting in creating and/or updating financial services corporate policies and procedures
- Exercising discretion and maintaining confidentiality of information
- Participating in NT Power's health and safety program by implementing safe work practices, following up on hazard identification and reinforcing safe work attitudes

## QUALIFICATIONS

- CPA designation or within one year of achieving it (i.e., by 2023)
- A degree in business administration, commerce or finance, or a related discipline
- 3 to 5 years of successful related experience in a financial services role, preferably in the electricity or other regulated sector
- Advanced knowledge of Microsoft Excel
- Proficiency in other Microsoft Office programs (especially Word, Outlook, PowerPoint)
- Experience with financial services software (e.g., GP)
- Excellent proofreading skills (text and data)
- Excellent written and oral communication skills, and telephone manner
- Excellent interpersonal skills, with the demonstrated ability to engage and communicate effectively with both internal and external clients, and stakeholders, and foster positive relationships
- Excellent time management, priority-setting and multi-tasking skills, with superb attention to detail, and the ability to meet tight, inflexible deadlines
- A demonstrated commitment to safety, and high ethical and quality standards

## APPLICATION INFORMATION

Interested applicants should submit a resume, in confidence with all applicable information to: [recruitment@nmhydro.ca](mailto:recruitment@nmhydro.ca). Please include the position title and the job ID number in the subject line of your e-mail.

**APPLICATION DEADLINE FOR THIS POSITION IS THURSDAY, MAY 12, 2022 by 4:30PM.**

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Candidates are required to disclose Newmarket-Tay Power Distribution Ltd. employees who are immediate family members prior to the interview.

Successful candidate will be required to obtain a criminal verification screening as a condition of employment.

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance to: [recruitment@nmhydro.ca](mailto:recruitment@nmhydro.ca).

Newmarket-Tay Power Distribution Ltd. is committed to doing our part in the fight against COVID-19 and requires that individuals be fully vaccinated against COVID-19 as a condition of working at Newmarket-Tay Power Distribution Ltd. Newmarket-Tay Power Distribution Ltd. recognizes its obligations pursuant to the Ontario Human Rights Code and will provide accommodation where such requests are substantiated. As a result, if you are the successful applicant for a position, you will be required to submit proof that you are fully vaccinated against COVID-19 prior to your first date of employment.

