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**Newmarket-Tay Power Distribution Ltd.**

## **BILLING & SETTLEMENT ANALYST**

**Job ID: BI-22-101**

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 are seeking a motivated, collaborative individual to join our team as a **Billing and Settlement Analyst**, working in a team environment at our office in Newmarket, Ontario.

### **POSITION SUMMARY**

The Billing and Settlement Analyst is responsible for the analysis, monitoring and reporting to ensure accurate monthly bills are provided to customers. The Billing and Settlement Analyst is responsible to lead Metering Data Validation, Estimation, and Editing (VEE) process. This role supports the administration of the billing system by reconciling the differences in meter data, billing and finance systems. Strong Excel skills, database knowledge, ability to continuously learn and reconcile financial information are all essential skills required in billing and regulatory reporting processes.

### **DUTIES AND RESPONSIBILITIES**

- Lead the Metering Data Validation, Estimation, and Editing (VEE) process
- Work with Business Analyst on process documentation and controls/improvement
- Independent Electricity System Operator (IESO) Settlement Submissions
- Provide support for Regulatory Reporting and Application Filing
- Communication outside the organization with government agencies, customers, service providers
- Internal data analysis and reporting requests, with the ability to investigate, communicate findings, provide recommendations
- Reporting and sharing information with the IESO, MDM/R, and Ministry of Energy for monthly and ad-hoc data requests
- Assist the Billing Manager with customer billing inquiries, analysis, and reporting
- Perform audits to ensure billing parameters have been correctly applied. Ensure errors are properly documented and audit trails are provided.
- Cross training with other team members to ensure coverage supported
- Assist the Billing Manager with customer enquiries
- Support development of testing plans and perform acceptance testing of system and report changes
- Other duties assigned

### **QUALIFICATIONS**

- Post-Secondary Education in Finance, Business, or Engineering
- 3 years to 5 years' experience in Business and Analytics
- Utility sector experience an asset
- Ability to articulate complex information in a clear and concise manner

- Experience in using software such as MS Office, Access, Visio, Excel, SQL and relationship database
- Knowledge of wholesale market and retail market billing and settlements an asset
- Knowledge of metering, billing, and settlement processes an asset

### **APPLICATION INFORMATION**

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>.

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

Candidates are required to disclose NT Power employees who are immediate family members at the time of the interview.

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

### **APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M. THURSDAY, OCTOBER 6, 2022**

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 when applying through <https://ntpower.ca/careers>.

