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Newmarket-Tay Power Distribution Ltd.

SENIOR FINANCIAL ANALYST

JOB ID: FI-23-100

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 **Senior Financial Analyst**, working in a team environment reporting to the Manager of Finance, at our head office in Newmarket.

POSITION SUMMARY

The Senior Financial Analyst provides financial and regulatory administrative and analytic services to the Manager of Finance and the CFO. The Senior Financial Analyst provides day to day support to the Financial Analyst and assists with management functions as directed by the Manager of Finance. Responsibilities include analysis and reconciliation of accounts, preparation of regulatory reporting and record keeping in compliance with legislative and regulatory requirements, maintaining financial records, providing revenue, cost of power analysis and accruals for monthly financial reporting. Working with the team assisting in developing, updating, and maintaining financial policies, procedures, and internal controls in accordance with business policies, regulatory guidance, and applicable legislation.

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 and approval 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
- Assist in the drafting of required correspondence to external agencies
- Assist in the maintenance of the filing and reporting system for customer complaints and Regulatory communications
- Preparation of the IESO invoicing reconciliation and ensure compliance within the financial records
- Assisting in creating and/or updating financial services corporate policies and procedures
- Prepare and file the annual RRR reporting and rate application
- Assist with regulatory planning and data collection, annual and 5-year budgets, and integration plans
- 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 end of 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), with high attention to detail
- 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

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.

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

APPLICATION DEADLINE FOR THIS POSITION IS JANUARY 26, 2023, BY 4:30pm.

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>.

