

## Financial Analyst

Job ID: FI-24-129

NT Power delivers electricity 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, approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Financial Analyst**, working in a team environment reporting to the Finance Manager, out of our head office in Newmarket. We are operating in a hybrid work model; this position is eligible to work remotely for part of the work week. The schedule will be arranged with the manager, with in-office days expected to be more frequent in the first few months while training.

This is a full-time position, which includes a comprehensive benefits package and pension plan.

### POSITION SUMMARY

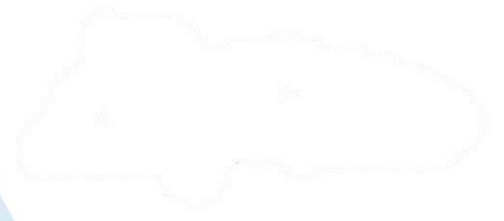
You will provide financial administrative and analytical services to support the management team. Your responsibilities will include: analysis and reconciliation of accounts (e.g., banking, payroll, accounts payable and receivable); preparing financial statements; assisting with reporting and record-keeping to comply with legislative and regulatory requirements (e.g., Ontario Energy Board filings); maintaining financial records in accordance with international financial reporting standards (IFRS); providing revenue and cost analyses 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, you have experience working in the energy sector, (preferably a local electricity distribution company), or in another regulated industry. While those are not mandatory conditions, they are highly desirable.

The successful candidate thrives on people and detail; has the ability to work collaboratively in a team environment to manage priorities; has superb organizational, priority-setting, and multi-tasking skills; and has a demonstrated ability to work independently, exercising good judgement in managing time and making decisions, while also knowing when to seek direction and/or support from the Finance Manager or other staff.

### 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
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## QUALIFICATIONS

- CPA designation or within one year of obtaining it.
- A degree in business administration, commerce, finance, or a related discipline.
- 3 to 5 years of related experience in a financial services role, preferably in the energy sector or other regulated industry.
- Advanced knowledge of Microsoft Excel.
- Proficiency in other Microsoft Office programs (especially Word, Outlook, PowerPoint).
- Experience with financial services software (e.g., Great Plains, Microsoft Dynamics).
- Excellent proofreading skills (text and data).
- Excellent written and oral communication skills.
- 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>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

## APPLICATION DEADLINE FOR THIS POSITION IS JULY 31, 2024, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

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

NT Power 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>.

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