



FINANCIAL ANALYST – CONTRACT POSITION

Job ID: FI-24-128

Newmarket-Tay Power Distribution Ltd. (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** to work out of our head office in Newmarket. This is a contract position for 12 months. We are operating in a hybrid work model; this position is eligible to work remotely for part of the work week. Your schedule will be arranged with your manager, with in-office days being more frequent in the first few months of the contract.

POSITION SUMMARY

You will provide financial administration 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, HST, etc.); assisting with preparing financial statements; maintaining financial records in accordance with International Financial Reporting Standards (IFRS); providing financial 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 administration and analytical skills, you have experience working in the utilities sector (preferably an electricity distribution company), or in another regulated sector. While those are not mandatory conditions, they are highly desirable.

The successful candidate will thrive on working with people and paying attention to detail; you will 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. Ideally, you will exhibit superb organizational, priority-setting, and multi-tasking skills; and you have a 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 Managers or other staff.

DUTIES AND RESPONSIBILITIES

- Reconciliation of accounts to ensure consistency and accuracy, and following recognized accounting standards (e.g., banking, payroll, accounts payable and receivable, HST, etc.)
- Financial information analysis and accruals for monthly financial reporting
- Reconciliation of data posted in the finance system against the billing system, as required
- Assist with preparation of monthly financial statements and balance sheet reconciliations
- Assist with the implementation of a new financial information system



- Drafting routine correspondence
- Liaising with customers as required
- Assisting in creating and/or updating financial 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

- A degree in business administration, commerce, finance, or a related discipline.
- 3 to 5 years of related analyst experience in a financial services role, preferably in the utilities sector or other regulated sector.
- Advanced knowledge of Microsoft Excel.
- CPA designation, or in pursuit of designation, is highly desirable
- Proficiency in other Microsoft Office programs (in particular, 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 WEDNESDAY, MAY 1, 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>.