



590 Steven Court, Newmarket, Ontario L3Y 6Z2
Tel: (905) 895-2309
Fax: (905) 895-8931
E-mail: nmhydro@nmhydro.ca
Web: www.nmhydro.ca

Newmarket-Tay Power Distribution Ltd.

Financial Analyst

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to 35,000 customers within the Town of Newmarket and Tay Township. We are an industry leader. Our corporate objectives are: safety first; reliability in electricity delivery; excellence in customer service; financial integrity; and environmental stewardship.

We require a dynamic, highly motivated, and proactive Financial Analyst. Reporting directly to the Controller, you will work in a team environment at our head office in Newmarket, Ontario. You will provide financial administrative and analytical services to support the Controller and the Chief Financial Officer. Your responsibilities will include administering NT Power's bi-weekly and monthly payroll, and employee benefits program; 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, you should have two or more years of successful recent experience in a financial services role. Some experience working with engineers and/or 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; be able to shift easily and seamlessly from payroll and benefits administration to financial analysis roles; 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, inflexible 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.

Your responsibilities will include:

- Payroll administration
- Benefits administration including attendance management, STD, LTD and WSIB claims (e.g., with OMERS, MEARIE, group insurance provider)
- 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
- Assisting in the preparation of financial information packages to support senior executive decision making

- Drafting routine correspondence
- Receiving incoming telephone calls from internal and external clients, providing prompt assistance and answering questions, and/or referring to other NT Power staff for resolution
- 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

To be considered for this position you should have:

- CPA designation or be within one year of achieving your CPA designation
- A degree in business administration, commerce or finance, or a related discipline
- At least 2 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., payroll automation)
- 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
- While not mandatory, experience in payroll and benefits administration would be an asset
- A demonstrated commitment to safety, and high ethical and quality standards

Interested applicants should submit a résumé in confidence in **1 PDF file** by email to Tammy Gravel, Executive Assistant & Corporate Relations Coordinator, Office of the President, Newmarket-Tay Power Distribution Ltd. (tgravel@nmhydro.ca). Please put "Financial Analyst" in the subject line. No phone calls please.

APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M., THURSDAY, MARCH 22, 2018

We welcome and encourage applications from people with disabilities. Accommodations are available on request for job applicants taking part in all aspects of the selection process.

We sincerely thank all applicants who apply. However, we will be contacting only those selected for an interview.