



JOB DESCRIPTION

POSITION: ACCOUNTING ASSISTANT

EMPLOYEE GROUP: UNION 37.5 hours per week

FUNCTION:

Works within defined financial policies and plays a key role in supporting the team's day-to-day financial administration.

ORGANIZATIONAL RELATIONSHIP:

- Reports to the Accounting Supervisor;
- Works in close cooperation with all Grimsby Power personnel and contractors.

DUTIES:

- Prepare monthly financial statements and reports for the Board of Directors;
- Maintain budget to actual financial information;
- Prepares journal entries and updates recurring entries and posts to the system;
- Tracking fixed assets and preparing depreciation schedule(s);
- Responsible for cash flow report and reconciliation to general ledger;
- Performs monthly reconciliations of general ledger accounts including cash, accounts payable, accounts receivable, inventory, accruals, deferrals, revenues, expenses and work orders etc;
- Investigate accounting discrepancies and prepare working papers required for audit purposes;
- Coordinate closure of internal and customer projects with engineering and operations departments;
- Prepare quarterly bank debt covenant reports;
- Prepare and post bad debt entries in SAP;
- Record and maintain all bank entries in SAP;
- Prepares non-payroll government remittance reports including GST, HST and Debt Retirement Charges as required;
- Maintain Chart of Accounts;
- Assists with rate submissions and related projects;
- Performs additional accounting tasks to assist in the smooth operation of the department, as well as month and year end duties;
- Carries out other duties or special projects as may be assigned by the Director of Finance;
- Carries out work for **affiliate companies** as may be assigned by the Director of Finance.



QUALIFICATIONS:

- Post secondary education in Accounting or a minimum of 5 years experience performing an Accounting function;
- Highly organized with a keen attention to detail;
- Adaptable to changing work priorities/deadlines;
- Strong analytical ability and advanced computer skills in Excel, Word, and financial modeling;
- Familiar with regulatory principles and experience in a rate regulated industry an asset;
- Ability to interpret legislation, codes, rules, etc;
- Ability to understand inter-related work processes;
- High level of enthusiasm, excellent communication skills and ability to maintain relationships with all levels of organization;
- Exceptional level of discretion, confidentiality and judgment with the fortitude to take initiative where appropriate