



NORTH BAY HYDRO DISTRIBUTION LIMITED

REQUIRES A

JUNIOR ACCOUNTANT

North Bay Hydro Distribution Limited strives to provide high levels of customer satisfaction and reliable electrical service within the community of North Bay. We value employees and are looking for the right person to come and join our exciting and dedicated team.

If you are a highly motivated, results oriented individual who is accurate, analytical, and well organized, then North Bay Hydro is the place to be. Reporting to the Vice President, Finance, this unionized position is responsible for a variety of accounting and other finance department functions.

The applicant will have demonstrated the following qualifications which are essential to this position:

- Processing accounts payable invoices, cheques, EFT's and wire transfers
- Data processing for payroll, reconciling and statistical reporting
- Assisting accountants with the month end and year closing processes
- Reconciling and analyzing G/L account balances, preparing necessary adjusting entries
- Supporting the year-end audit process for payroll and accounts payable
- Assisting Vice President, Finance with the preparation of various financial forecasts and annual budgets
- Assisting with special projects as required

You are the ideal candidate if you have:

- College Diploma or University degree in related discipline
- Ability to work in a fully computerized environment including knowledge of IFRS, AS400, ADP Workforce Now, and advanced MS Excel skills is an asset
- Payroll certification would be an asset
- Attention to detail and ability to handle confidential information appropriately
- Outstanding organization and communication skills with the ability to work collaboratively with others, develop successful relationships and resolve issues
- Demonstrated ability to work under pressure, multitask and meet deadlines
- Professional manner, desire to learn and ability to take responsibility and initiative
- Excellent analytical skills and the ability to identify and implement process improvements
- Excellent interpersonal, communication, organizational skills and analytical skills

In addition to a competitive salary, we also offer a comprehensive benefit package. Interested applicants should submit their resume detailing related education, qualifications and experience to:

HR@northbayhydro.com

Attention: Melissa Casson, Vice President, Finance

Applications will be considered until Monday, May 20, 2022

Personal information submitted will be solely used to determine eligibility for employment in this position.

We thank all applicants, but only those selected for a personal interview will be contacted.