



## **NORTH BAY HYDRO DISTRIBUTION LIMITED**

### **REQUIRES A**

#### **TEMPORARY JUNIOR ACCOUNTANT (ONE YEAR CONTRACT)**

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 Finance Manager, this position is responsible for a variety of accounting and other finance department functions.

#### **Responsibilities:**

- Processing accounts payable invoices, cheques, EFT's and wire transfers
- Data processing for payroll, reconciling and statistical reporting
- Provide primary support function to accountants with preparation of various supporting documents and schedules for month-end and year-end processes
- Reconciling and analyzing G/L account balances, preparing necessary adjusting entries, and affiliated working papers
- Supporting the year-end audit process for payroll and accounts payable
- Assisting Finance Manager 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, 5+ years of relevant experience could be considered
- Proficient in MS Office, particularly Excel
- 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

Interested applicants should submit their resume detailing related education, qualifications and experience to:

[HR@northbayhydro.com](mailto:HR@northbayhydro.com)

**Attention: Marie Coulombe, Manager HR & Administration**

Applications will be considered until Friday, January 19, 2024.

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.*