

Accounting Assistant

Grimsby Power is located in the Town of Grimsby, between the cities of Hamilton and St. Catharines. Grimsby Power services over 11,600 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Reporting to the Accounting Supervisor, the Accounting Assistant works within defined financial policies and plays a key role in supporting the team's day-to-day financial administration.

The successful applicant will have the following minimum qualifications:

- Post-secondary education in Accounting or a minimum of 5 years' experience performing an Accounting function. Preference will be given to candidates with a Degree in Accounting/Finance;
- Professional designation (CPA, CA, CGA, etc.), or in the process of completion, is an asset;
- 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 (OEB);
- Ability to interpret legislation, codes, rules, etc.;
- Ability to understand inter-related work processes;
- 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.

This is a full time opportunity with a comprehensive salary, medical and dental plan, and a defined benefit pension plan.

Qualified applicants are invited to apply in confidence, by submitting a letter of introduction and a resume, stating education, work experience and references, by **November 5, 2021**. Please reference "Accounting Assistant" in the subject line.

Human Resources
Grimsby Power Incorporated
231 Roberts Road
Grimsby, ON L3M 5N2
Email: careers@grimsbypower.com

The full Job Description is available on Grimsby Power's website <https://www.grimsbypower.com/>

No phone calls please. Grimsby Power is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.