

## Accounting Supervisor

Grimsby Power is located in the Town of Grimsby, on the western edge of the Region of Niagara. Grimsby Power serves over 12,000 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Reporting to the Director of Finance, the Accounting Supervisor is responsible for the daily functions of the accounting department and works closely with Departmental Managers, Supervisors and third-party service providers.

### DUTIES:

- Oversee accounting operations, financial processing, and financial systems;
- Generate monthly financial statements and complete budget-to-actual analyses, providing explanations for variances;
- Ensure the accurate and timely recording of all general ledger transactions in compliance with applicable standards;
- Conduct analysis and reconciliation of various accounts;
- Assist in the preparation of Cost of Service applications , specifically focusing on the financial components of the application;
- Establish and enforce internal controls, policies, and procedures to fulfill financial and regulatory obligations.
- Process payroll, including biweekly, monthly, and annual remittances along with associated reporting requirements;
- Coordinate, and oversee organizational inventory, tools and office equipment counts;
- Complete RRR filings in accordance with OEB filing requirements and guidance;
- Conduct monthly assessment to verify the accuracy of settlements submitted to the IESO, according to OEB and IESO guidance and directives;
- Organize and manage the year-end audit, including the preparation of working papers and financial statements, as well as any additional audits required;
- Oversee accounts payable to ensure vendors are paid accurately and on time;
- Support corporate tax preparation;
- Deliver administrative and analytical support to assist the senior management team as needed;
- Recommend personnel actions such as hiring, promotions, and discipline;
- Supervise staff which includes performance evaluation, training recommendations, work allocation, and problem resolution;

- Ensure compliance with all appropriate agencies including Ontario Energy Board, Independent Electricity System Operator, Ministry of Energy and Electrification, and, Ministry of Finance;
- Complete other projects and duties as required.

#### **QUALIFICATIONS:**

- Certified Professional Accountant designation;
- A minimum five years of related experience in accounting;
- Supervisory experience is an asset;
- Knowledge of regulatory accounting (OEB Accounting Procedures Handbook) and the regulated electrical industry would be considered an asset;
- Communicates effectively and concisely, orally, electronically (e-mail), and in writing;
- Demonstrated proficiency in the use of personal computers with Windows based operating environment including Microsoft applications such as Outlook, Excel, & Word and financial software;
- Ability to analyze processes and articulate recommendations for improvements
- Adaptable to changing work priorities/deadlines;
- 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 forward their letter of application and resume, which clearly demonstrates how they meet the requirements of the position, by **March 14, 2025**. Please reference "Accounting Supervisor" in the subject line.

Human Resources  
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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 to be interviewed will be contacted.