

## Accounting Supervisor

Grimsby Power is located in the Town of Grimsby, between the cities of Hamilton and St. Catharines. Grimsby Power services over 11,700 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:

- Oversees accounting operations, financial processing, and financial systems;
- Provides leadership and guidance as a participating member of the Management Team;
- Prepares for and leads the year end audit process with auditors and assumes the responsibility for financial controls;
- Prepares financial statements and reports for management;
- Coordinates, prepares and consolidates the operational and capital budget and financial forecasts;
- Maintains accurate financial records;
- Ensures regular reconciliation of balance sheet and income statement;
- Prepares or reviews all journal entries;
- Monitors fixed assets records to ensure accuracy and proper classification;
- Process payroll, pension and statutory requirements ;
- Maintains payroll expenses (WSIB, union dues, OMERS, and benefits);
- Prepares all Government and benefit remittances for the corporation;
- Oversee accounts payable and accounts receivable to ensure vendors are paid accurately and on time;
- Supports regulatory filings and rate applications;
- Supports corporate tax preparation;
- Supervises staff which includes hiring, performance evaluation, promotions, and discipline;
- Administers corporate policies and procedures to support the collective agreement;
- Provides support to ensure staff receive necessary training;
- Completes other projects and duties as required.

## QUALIFICATIONS:

- A Professional designation (CA, CGA, or CMA);
- 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 **May 20<sup>th</sup>, 2021**. Please reference "Accounting Supervisor" in the subject line.

Human Resources  
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Email: [careers@grimsbypower.com](mailto:careers@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.