



JOB DESCRIPTION

POSITION: **ACCOUNTING SUPERVISOR**

WORK GROUP: **Management/Supervisory**

Provide leadership and manage the daily functions of the accounting department including the preparation of financial statements, budgets, cash management processes, year-end audit, financial analysis, fixed asset accounting, and the implementation of process improvements ensuring all goals are met with timeliness and accuracy. Responsible for processing biweekly payroll and remittance of all statutory deductions using Ceridian Software.

ORGANIZATIONAL RELATIONSHIP:

- Responsible to the Director of Finance
- Works closely with Departmental Supervisors and third-party service providers

RESPONSIBILITIES:

- 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:

- A minimum five years of related experience in accounting;
- Knowledge of regulatory accounting (OEB Accounting Procedures Handbook) and the regulated electrical industry would be considered an asset;
- Communicate effectively and concisely, orally, electronically (e-mail), and in writing;
- Supervisory experience is an asset;
- 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.

EDUCATION REQUIRED:

- Post secondary degree in Accounting, Business, Commerce, or Finance;
- Post or continuing educational courses in Management Studies an asset.

LICENCES OR SPECIAL REQUIREMENTS:

- Certified Professional Accountant designation;
- Valid Class G drivers license with a clean abstract.

WORKING ENVIRONMENT:

- Typical office workstation in an air-conditioned office;
- Occasional warehouse environment with exposure to noise, vehicle exhaust, temperature variations, and dust.

TYPE OF CANDIDATE:

The ideal candidate is one who has mastered accounting fundamentals in a regulatory environment and who is prepared for a new challenge. If you aspire to lead an accounting team by maximizing leadership skills, utilizing computer applications, and are organized, detail oriented, and results focused then this position should be one of interest.