

## EMPOWERING ONTARIO'S ENERGY FUTURE

We are the Ontario Energy Board - Ontario's independent energy regulator. We work to ensure a sustainable, reliable energy sector that helps consumers get value from their natural gas and electricity services – for today and tomorrow.

We are currently seeking an energetic and collaborative individual to join our team as a **Senior Accountant** in the **Finance & Administration** department. In this role, you will be responsible for the processing and administration of all aspects of the *Ontario Energy Board Act*, Section 30 and Intervenor Cost Awards, including cost assessments, annual licence fees and cost awards invoicing and collections. The position provides accounting functions in support of the preparation of monthly, quarterly and year-end general entries and financial reports.

Title	<b>Senior Accountant</b>
Job ID	600
Position	<b>1 Contract position for 18 months</b> , with the possibility of extension
Closing Date	January 18, 2019

This is an exciting opportunity for an individual interested in assisting the OEB to achieve its vision of protecting the long-term integrity of the Province's energy system so that Ontarians – today and in the future – have access to reliable energy at a reasonable cost.

### POSITION OVERVIEW

- Process and administer all financial aspects of the *Ontario Energy Board Act*, Section 30 and Intervenor Cost Awards process
- Prepare summary reports of the *Ontario Energy Board Act*, Section 30 and Intervenor Cost Awards for Senior Management review
- Prepare case summaries and appendices for Case Managers and prepare entries to the general ledger accounting system
- Prepare invoices and ensure the collection of assessments and cost awards
- Follow up collection of invoices with applicable stakeholders and 3<sup>rd</sup> parties
- Prepare reports and analyze assessments and cost awards for Senior Management review
- Assist with preparation of monthly, quarterly and year-end reports for Management and external auditors
- Conduct daily and weekly reporting of bank balances and transactions, including monthly completion of bank reconciliations

- Review all IT and Facilities expenditures including all fixed asset additions and disposals
- Prepare reconciliations and year-end closing of the Great Plains Fixed Asset module and ensure the accuracy of the fixed asset subledger
- Assist with year-end forecast and annual 3-Year Budget Plan reports for Management and individual Business Units

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- Post-secondary Degree or Diploma specializing in Accounting and enrollment in the CPA program. Have completed Capstone level in CPA's professional education program
- Chartered Professional Accountant or equivalent Accounting designation is preferred
- Minimum 5 years' experience as an Accountant or Financial Analyst
- Minimum 5 to 7 years' of experience working with Public Sector Accounting Standards is preferred
- Experience in a public sector environment would be an asset
- Advanced level of proficiency in Microsoft Excel is required
- Knowledge of accounting software, preferably in Great Plains
- Knowledge of Microsoft Dynamics an asset
- Must demonstrate a high degree of accuracy and accountability
- Must be highly organized and detail oriented
- Must be able to work independently with minimal supervision

## OUR CULTURE

If you enjoy working with a group of staff dedicated to working cooperatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of our team. We offer an environment that provides intellectually challenging work, inspires innovation, creativity and rewards collaboration

## COME WORK WITH US

### WE OFFER

- Competitive salary and benefits
- Comprehensive Health and Dental Plans
- Income Protection Plan
- Progressive Leave Program
- Employee Assistant Program

### TO APPLY

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by the closing date to [careers@oeb.ca](mailto:careers@oeb.ca). When applying, please quote **Job ID #600 and the Position Title** in the subject line of your e-mail.*

*As Ontario's independent energy regulator, the OEB is proud to be an Equal Opportunity Employer and we are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any assistance please let us know.*

*We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.*