



YUKON ENERGY CORPORATION

Finance Clerk

Whitehorse, Yukon

The Opportunity: Finance Clerk

Two-Year Term, Full-Time bargaining unit position, based in Whitehorse, Yukon.

Compensation: Level 7: \$41.93-\$50.07 per hour PLUS northern allowances.

Looking for a finance role where accuracy matters and you can build experience across a variety of accounting functions? Yukon Energy is hiring a Finance Clerk to join our Finance team and support the day-to-day financial operations of the Corporation.

This role offers hands-on experience across account reconciliations, financial transactions, inventory accounting, employee expenses, accounts payable, and month-end and year-end processes. You'll work closely with others across the Finance team while helping ensure Yukon Energy's financial information is accurate, complete, and well supported.

What will you do: As a member of the Finance team, you will:

- Reconcile general ledger and bank accounts, prepare journal entries, and support month-end and year-end accounting processes.
- Maintain diesel and LNG inventory accounts, process related transactions, and prepare financial reports and supporting documentation.
- Support accounts payable, employee expense reimbursements, and corporate Visa claims, including investigating discrepancies.
- Work collaboratively across the organization, providing financial information, guidance, and support while helping ensure our financial records meet corporate and regulatory requirements.

What you need to succeed:

- Completion of a two-year business program with a specialization in accounting, combined with experience working in a computerized accounting environment.
- Experience using financial database systems and accounting software.
- Proficiency with Windows-based computer applications.
- Advanced knowledge of Microsoft Excel, including formulas, functions, and data analysis tools.
- Strong analytical, problem-solving, and data-gathering skills.
- Excellent organizational skills with strong attention to detail.
- Demonstrated ability to multitask, prioritize competing demands, and manage time effectively.
- Ability to work accurately under pressure and meet critical deadlines in a fast-paced environment.
- Working knowledge of utility regulatory frameworks is considered an asset.
- Strong interpersonal and communication skills, with the ability to collaborate effectively across diverse teams and cultures.

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What is in it for you:

- **Northern Allowance:** \$7,920.00 + 5.2% added to base salary
- **Comprehensive Benefits Package:** Starts on day one of employment
- **Generous Leave:** 160 hours of vacation, 160 hours of sick leave, and 40 hours of special leave



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- **Travel Allowances:** For you, your spouse, and dependents
- **Overtime Compensation:** Paid at double rate
- **Annual Wellness Benefit:** Supporting your well-being
- **Relocation Assistance:** To help you transition smoothly
- **Cell Phone Subsidy:** Stay connected
- **Training & Development:** Opportunities for growth and learning
- **Community Impact:** Be part of something bigger and make a difference in the Yukon

Who we are: Yukon Energy is the primary generator and transmitter of electrical energy in the Yukon territory, operating within the Traditional Territories of Yukon First Nations. We take pride in our commitment to sustainability and collaboration with Indigenous communities across all our operations.

Yukon Energy values diversity in the workplace. We strive to achieve a skilled workforce that is representative of the population we serve, and we are committed to the employment and professional development of Yukon First Nations citizens. First Nations candidates are encouraged to self-declare.

To **apply**, please go to [Recruitment \(adp.com\)](https://adp.com).

If you have any questions, please feel free email People & Culture via email at hr@yec.yk.ca.

The posting will remain open until the position is filled.

To learn more about Yukon Energy and the work we do, visit yukonenergy.ca.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Applicants must be legally entitled to work in Canada for any employer without employer sponsorship.

Date Posted: September 21, 2026