



JOB DESCRIPTION

Job Title: Finance Clerk **Position Number:** 96-23

Incumbent: Vacant **Effective Date:** October 2026

Status: 2 Year Term **Pay Level** 7 **Bargaining Unit:** X **Yes** **No**

Supervisor's Title: Manager, Accounting **Department:** Finance

SUMMARY

Works in a team-based environment and performs a range of financial accounting, reconciliations, and general administrative functions. Provides Accounts Payable support and backup coverage. All work shall be carried out and properly documented in accordance with various regulatory bodies and Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Reconcile general ledger accounts and bank accounts to ensure accuracy and completeness of financial records.
2. Prepare, verify, and enter financial transactions into journals, ledgers, and other accounting records with a high degree of accuracy and attention to detail.
3. Maintain diesel and LNG inventory accounts, including processing ticket receipts and invoices, and preparing related reports.
4. Provide accounts payable support and backup coverage, including reconciling vendor statements and investigating discrepancies.
5. Audit and process employee expense reimbursements and corporate Visa expense claims.
6. Assists with month-end and year-end accounting processes, including preparing journal entries, account reconciliations, working papers, and supporting schedules.
7. Provide training to and receive cross-training from co-workers; perform responsibilities in other areas of the work unit as assigned by management.
8. Serve as a resource for staff regarding financial policies, procedures, and best practices.
9. Provide financial information and support to meet utility regulatory reporting requirements.
10. Maintain the confidentiality of all corporate information and comply with all corporate policies, procedures, and guidelines.
11. Perform other related duties as assigned.

JOB DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.

WORKING CONDITIONS

Works in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.