



FINANCIAL ADMINISTRATOR - Whitehorse

THE OPPORTUNITY: 12 month Maternity Leave Term: September 2019 – September 2020

Yukon Energy is the main generator and transmitter of electrical energy in the territory. Our plant facilities are on the Traditional Territory of Yukon First Nations. There are 14 First Nation in the territory and we work within these Traditional Territories in all of our business operations.

What will you do?

The Financial Administrator works in a team-based environment and performs a range of financial accounting, financial information systems support, regulatory activities, reconciliations, and analyzing accounts. This is a dynamic, fast paced position.

What do you need to succeed?

- Post-secondary training in accounting at a level sufficient to perform reconciliations and develop financial and managerial reports would be a strong asset.
- Several years' experience in a computerized accounting environment. Preference will be given to those with a working knowledge of Microsoft GP.
- Knowledge and experience in budgeting to provide sound advice and recommendations regarding both O&M and Capital budgets.
- Experience with year-end audit processes would be a great bonus.
- Knowledge of Windows based computer software applications.
- Strong client service orientation with good interpersonal skills.
- Ability to work and maintain accuracy under pressure.
- Working knowledge of the utility regulatory framework is an asset.
- Good organizational skills.
- Ability to work in a team and cross-cultural environment.
- Confidentiality, discretion and good judgement.

What's in it for you?

You will be part of a team enabling Yukon's prosperity with sustainable, cost-effective and reliable electricity. We thrive on the challenge to work safely, to be accountable, working together to deliver professional service to internal and external customers. We care about each other and being good corporate citizens.

Competitive Compensation

What are the working conditions?

Monday – Friday 7:30 – 4:30. Open, extremely busy office with little privacy and continuous interruptions.

To apply, submit a covering letter and resume to Human Resources at hr@yec.yk.ca. Resumes and cover letters will be accepted until the position is filled.

We appreciate all responses; only short-listed candidates will be contacted.