

JOB DESCRIPTION

Job Title: Financial Administrator **Position Number:** 96-08

SUMMARY

Works in a team-based environment and performs a range of financial accounting, financial information system support, regulatory activities, reconciliations, and analyzing accounts. 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. Maintains financial monitoring and reporting procedures to meet corporate requirements and maintains up-to-date records and ledgers of all O & M and capital expenditures and commitments.
2. Prepares and maintains accounting records and compiles information which may include general accounting, costing, or budget data. Produces financial summary reports, budget reports, and spreadsheets including trial balances, adjustments and closing entries. Prepares journal entries for month-end closings.
3. Conducts integrity tests on the financial information system. Performs daily checks on the financial information system including running error reports. Customizes computerized financial reports. Corrects data related errors.
4. Examines, analyzes and interprets accounting records for the purpose of giving advice or preparing statements.
5. Acts as a resource for staff with regard to financial policies and procedures.
6. Verifies and posts transactions to journals, ledgers and other records.
7. Reconciles general ledger, bank, and payroll accounts.
8. Assists in the preparation of annual budgets and project budgets.
9. Provides financial information support for utility regulatory requirements.
10. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
11. Other related duties.

WORKING CONDITIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Post secondary training in accounting at a level sufficient to perform reconciliations and develop financial and managerial reports including several years experience in a computerized accounting environment.
- Knowledge and experience in financial planning procedures to provide sound advice and recommendations regarding the development, implementation and monitoring of O & M and capital budgets.
- Experience with financial data base systems.
- Knowledge of Windows based computer software applications.
- Strong client service orientation; good interpersonal skills.
- Good organizational skills.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- A working knowledge of the utility regulatory framework is an asset.
- Ability to work in a team and cross-cultural environment.