

## JOB DESCRIPTION

Job Title: Financial Administrator Position Number: 96-04

Incumbent: Vacant Effective Date: August 2005

Status: Permanent Pay Level 7 Bargaining Unit: X Yes      No

Supervisor's Title: Controller Department: Finance

### SUMMARY

Works in a team-based environment and performs a range of financial accounting, regulatory activities, reconciliations, and analyzing accounts. Administers and processes payroll and benefit functions for the Corporation. All work shall be carried out and properly documented in accordance with various regulatory bodies (CCRA, Collective Agreement, Employment Standards, etc.) 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.
3. Administers and processes payroll and benefits on a rotational basis, ensuring that all terms and conditions of employment and regulatory requirements are met. Prepares and reconciles payroll records. Actions all deductions and remittances. Audits payroll functions to ensure accuracy. Prepares journal entries for month-end closings.
4. Examines, analyzes and interprets accounting records for the purpose of giving advice or preparing statements.
5. Provides payroll administrative support including time-sheet entry/recording/reconciliation. Processes and forwards payments withheld for taxes, employee benefits, pension, RRSP, in addition to the production of year-end tax reporting information.
6. Acts as a resource for staff with regard to financial policies and procedures.
7. Verifies and posts transactions to journals, ledgers and other records.
8. Reconciles general ledger, bank, and payroll accounts.
9. Assists in the preparation of annual budgets and project budgets.

## **JOB DESCRIPTION**

10. Provides financial information support for utility regulatory requirements.
11. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
12. Other related duties.

### **WORKING CONDITIONS**

Works primarily 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.
- Strong client service orientation; good interpersonal skills.
- Knowledge of Windows based computer software applications.
- 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.