

JOB DESCRIPTION

Job Title: Financial Analyst **Position Number:** 96-06

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

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

SUMMARY

Works in a team-based environment and performs a range of financial accounting, 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. Prepares and maintains accounting records and compiles information which may include general accounting, costing, or budget data in accordance with company policy and industry practice. Produces financial summary reports, budget reports, and spreadsheets including trial balances, adjustments and closing entries. Prepares journal entries for month-end closings.
2. Administers and processes payroll and benefits on a rotational basis, ensuring that all terms and conditions of employment and regulatory requirements are met. Provides payroll administrative support including time-sheet entry/recording/reconciliation. Processes and forwards payments withheld in addition to the production of year-end tax reporting information.
3. Examines, analyzes and interprets accounting records for the purpose of giving advice or preparing statements.
4. Acts as a resource for staff with regard to financial policies and procedures.
5. Verifies and posts transactions to journals, ledgers and other records.
6. Reconciles general ledger, bank, and payroll accounts.
7. Assists in the preparation of annual budgets and project budgets.
8. Provides financial information support for utility regulatory requirements.
9. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
10. Other related duties.

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WORKING CONDITIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- University level business degree or completion of a two year business program focusing on accounting with several years' experience working 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 computerized payroll system.
- 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.
- A commitment to working collaboratively with a team made up of people with diverse backgrounds, experiences and ideas.