



**Manager of Human Resources**  
**200 Broadway, 2<sup>nd</sup> Floor**  
**Tillsonburg, Ontario N4G 5A7**  
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**CORPORATION OF THE TOWN OF TILLSONBURG**

**INTERNAL/EXTERNAL**

**JOB POSTING**

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**POSITION: Financial and Utility Analyst**

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**DEPARTMENT:** Finance

**LOCATION:** Customer Service Center/Corporate Office

**STATUS:** Full Time (40 hours/week)

**REPORTS TO:** Manager of Finance

**GRADE: 8** (\$27.19 to \$32.95/hour)

**POSTING #:** HR 19.19

**POSTING PERIOD:** May 2 to May 16, 2019

**NOTE:** Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

**GENERAL STATEMENT OF DUTIES:**

Assists in the operations of the Finance Department in support of its statutory, operational, advisory functions and the Finance department's utility related regulatory programs and activities and ensuring compliance with requirements and deadlines established by OEB, IESO and others. This position also includes the analyzing of the Utilities financial results. Ensures the Director of Finance is apprised of all fiscal and financial management issues. Assumes responsibilities of other Finance team members in their absence.

**QUALIFICATIONS:**

- University degree.
- Minimum of 2 years' experience in a municipal accounting position with a sound understanding of municipal finance and accounting related issues.
- CPA designation considered an asset
- Ability to problem solve.
- Ability to exercise discretion and tact and to maintain a high degree of confidentiality.
- Ability to multi task.
- Ability to enter data accurately and review calculations to correct errors.
- Excellent communication skills for contact with the public, employees and government agencies.
- Experience in a multi service utility environment an asset
- Knowledge of business applications such as regulatory based reporting, market participant settlement systems and regulatory filings for rates, performance based regulation, annual and periodic information, etc.
- Good working knowledge of utility finance and accounting.
- Knowledge of the Municipal Act is required as well as a general understanding of other provincial legislation.
- Familiarity with Great Plains and FMW considered an asset
- Computer literate in MS Office, Windows, Internet, etc.
- Excellent excel knowledge.

**RESPONSIBILITIES:**

- Monthly budget-to-actual preparation and analysis
- Monitors budget performance monthly conducting various analysis and reports.
- Assists in the preparation of annual business plans and budgets, compiling and organizing data.
- Prepares adjusting journal entries and year-end closing entries.
- Assist maintaining fiscal policies and procedures for the Corporation(s).
- Maintains up-to-date knowledge of the Corporations' fiscal policies and procedures, government legislation, and available grants and funding opportunities.
- Assists in interim and year-end audits, preparing working papers and schedules.
- Assists in preparing financial reports, information returns and publication of required information.

- Assist with payroll posting and reconciliation
- Assist with posting of cash receipts, cheque requisitions; backup for cash receipts, etc.
- Assists in bank reconciliations
- Water/sewer calculations, reconciliations, year-end adjustments and financial statements
- Trust interest calculations and banking transfers
- Invoice coding
- Monthly payroll & benefits, permit revenue and annual calculations and accruals
- General account set-ups, maintenance & analysis.
- Knowledge of sales tax and ITC.
- Assists with the compliance with market rules, codes and regulations, revises departmental procedures and communicates the change.
- Assists to ensure the Town, affiliates and staff are aware of applicable regulatory finance related codes and regulations of the OEB, MEI, IESO, etc., through active participation and representation working groups, key industry contacts and support.
- Maintains knowledge of all relevant statutes and regulations including the OEB rate handbook, RSC, DSC, SSC, and ARC, other market rules e.g. IESO, personal information protection & electronic documents act.
- Reconciles and reports variances between financial information for regulatory purposes and generally accepted accounting principles and management reporting.
- Assists in the preparation of quarterly and annual OEB reporting and record keeping requirements.
- Assist in the finance regulatory affairs function which includes the development of analysis, and filings.
- Assists in the establishment of distribution revenue requirements and rates that recover costs of operations, capital, tax and provide shareholder return.
- Assists in the coordination of the cost of service (rebasings) applications with external consultant.
- Assists in the preparation and management of the annual utility business plan.
- Provides timely budget and forecast information regarding financial information contingent on regulation (distribution revenue, variance accounts and transition costs).
- Prepares quarterly reports comparing actual financial results to plan.
- Prepares utility financial statements including notes in accordance with the appropriate accounting principles.
- Prepares monthly & annual submissions (HST, PILS, Tax, Stats Canada)
- Manage all wholesale reconciliation, invoice validations and forecasting, reporting, audits and submissions
- Prepares periodic customized revenue/expenditure reports and analysis.
- Assists in ensuring the accuracy of the utility billing and financial system.
- Performs other duties as required by changes to business processes or legislation and other duties as assigned.

- Adheres to all policies and procedures for the Town.
- Aware of safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.