

SENIOR ACCOUNTANT

Reports to Vice President, Corporate Services & Treasurer

About CEA and the Position

The Canadian Electricity Association is the voice for safe, secure, and sustainable electricity. Working together, Canadian electricity utilities and companies that provide products and services to the electricity sector ensure Canadian electricity is some of the cleanest in the world. CEA's corporate values are the following: we value our Members, our Team, Excellence, Leadership, and Innovation.

As a key member in the Corporate Services team, the Senior Accountant assists the VP, Corporate Services & Treasurer in ensuring the integrity of accounting information, and developing and maintaining accounting processes and policies to strengthen internal controls. This role supervises the Reception/Accounting Clerk to maintain an efficient office environment and to achieve accounting objectives. The Senior Accountant will also assist in various shared services such as HR, IT, office administration and other responsibilities as required.

Key Responsibilities

Maintain and Enhance Accounting Functions

- Under the direction of the VP, Corporate Services & Treasurer, perform the day-to-day accounting for CEA and ensure month ends, and year ends are reviewed and closed in a timely fashion.
- Supervise the Reception/Accounting Clerk on her/his day-to-day work, including but not limited to, coding, invoice entry, AR billing/recording, bank deposits and computer cheques/EFT payments.
- Verify, allocate, post, and reconcile transactions including Accounts Payable, Accounts Receivable, Journal Entries and tax remittances.
- Responsible for General Ledger and Balance Sheet, maintain and reconcile schedules for Assets, Prepaid, Crosscutting, Accruals and Deferrals.
- Manage accounts receivable collection process. Monitor and maintain optimal cash balance and responsible for Bank Reconciliation.
- Monitor Corporate Credit Card Programs. Review, reconcile, process and record expenses reported through the automated SAP Concur platform, review spending and payments to ensure compliance with CEA's Financial Policy.
- Assist the VP, Corporate Services & Treasurer in reviewing the quarterly financial report packages and annual budgets. Prepare monthly or quarterly actual reports and provide support to all CEA staff for forecasting requirements.
- Support the VP Corporate Services & Treasurer in the Year End Financial Audit by preparing all required documents, schedules and addressing auditor's inquiries. Prepare and assist with other external audits such as Tax, EHT and WSIB.
- Perform internal audit as requested. Review all council briefing books to ensure accuracy of financial information. Monitor and track special projects as required.
- Maintain, upgrade and test Great Plains (Accounting Software), Develop and update technical procedures.



Human Resources

- Assist in keeping the HR Policy and Financial Policy up to date.
- Support the VP Corporate Services & Treasurer with various HR functions which can include: job descriptions, staff onboarding, time off requests and reporting, annual incentive reviews (mid-year and year end) through ADP Workforce Now, and staffing needs (permanent and temporary).
- Assist the VP Corporate Services & Treasurer with payroll, group benefits and pension plan as needed.
- Other duties as required.

Office Administration and IT

- Manage CEA Office with the help of Reception/Accounting Clerk to provide an efficient work environment and support for staff and members.
- Work with property management and landlord for office maintenance and protocols.
- Liaise with the external IT consultant (MatrixIT) who provides day-to-day IT support to staff. This role will also coordinate any equipment acquisition as needed with the Event Coordinator.
- Other duties as required.

Key Qualifications

- University degree in Finance, Accounting, or other related fields
- Holds, or is working towards, a Professional Accounting Designation (CPA, CPA CGA, CPA CMA)
- Minimum 5-year experience in accounting or finance
- Current knowledge of accounting standards, corporate finance principles and best practices
- An effective communicator both in writing and verbally, ability to proofread financial reports for quality assurance
- Advanced working knowledge of Microsoft Excel and other Microsoft Office suite of products (Word, Outlook, PowerPoint), working knowledge of Microsoft Great Plains, Analytical Accounting and Management Reporting, knowledge of SAP Concur and ADP Workforce Now is an asset.
- Highly organized with the ability to maintain attention to detail while working on multiple priorities during peak times of year.
- Ability to take direction, work collaboratively and adapt to shifting priorities.

Relevant correspondence (including résumés) can be directed to careers@electricity.ca

We thank all candidates who apply. However, only those selected for an interview will be contacted. CEA is an equal opportunity employer.

We are committed to maintaining inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted in relation to this or any other job opportunity or testing, please advise a representative in a timely manner of the accommodation measures which are required in order to enable you to be assessed in a fair and equitable manner. All information received relating to



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accommodation measures will remain confidential. Please note that we will not automatically consult accommodation requests from prior selection processes.