

Financial Planning & Budgeting Analyst

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

As the Financial Planning & Budgeting Analyst, the successful candidate will join Elexicon Energy's Planning and Budgeting Team and will play a key role in our day-to-day operations, projects and initiatives that will support our vision of empowering the communities we serve and help customers seize opportunities to ignite a better future. This is an exciting time to join this growing team as we develop the strategies and plans to support a new brand and vision for customer centricity and operational excellence!

The successful candidate will display a track record that mirrors Elexicon Energy's values of safety, kinship, responsiveness, competence, and mindfulness; and will espouse our motto of "response-ability" in their approach to work:

This position initially reports to the Manager, Financial Planning at the Whitby location and is responsible for the daily activities as follows:

DUTIES AND RESPONSIBILITIES

- + Planning and administration of the annual budgeting process, and ongoing maintenance of the budgeting software.
- + Assist with further implementation and utilization of the budgeting and financial reporting software.
- + Assist with development of 5-year financial plan in conjunction with annual financial plan.
- + Develop and/or modify 5-year financial model.
- + Assist with departmental reporting, variance analysis and follow-up with departmental managers.
- + Reconcile accounts and jobs to the General Ledger and maintain accurate documentation.
- + Liaise and troubleshoot with various departments to ensure accuracy of transactions.
- + Prepare general ledger journal entries as required.
- + Generate and analyze financial reports by applying information technology applications, spreadsheets and databases.
- + Assist with completion and maintenance of business process documentation for planning functions within the Finance departments.
- + Assist with preparation, review, and maintenance of complete, timely, and comprehensive monthly and yearly working paper files and analysis.
- + Assist with managing the cash forecasting activities including day to day cash balance management, mid and long term cash forecasting.
- + Assist with ad hoc analysis/reporting on various financial and non-financial data.
- + Assist with completing financial processing activities, as required.
- + Attend to administrative matters as may be delegated.

- + Other tasks assigned as required.

EDUCATION, SKILLS, AND EXPERIENCE

Education and Experience:

- + University Degree in accounting or business administration.
- + Chartered Professional Accountant (CPA) designation is an asset.
- + Minimum 5 years accounting and finance experience.

Key Skills and Experience:

- + Knowledge of Ontario Energy Board Accounting procedures for electric utilities would be an asset.
- + Strong knowledge of Canadian GAAP and IFRS.
- + Ability to work with minimal supervision.
- + Ability to learn and adapt to financial systems and to new situations.
- + Experience working in a fast paced and changing environment.
- + Proficient in Microsoft applications (Microsoft Word, Excel, Outlook, etc.) with preference given to those with advanced Excel proficiency.
- + Administrative experience with Prophix budgeting software an asset.
- + Strong analytical and organizational skills.
- + Excellent written and verbal communication skills.

Interested and qualified applicants are encouraged to submit their resume to:

hr@elexiconenergy.com by **June 28, 2021**. Please quote position title that you are applying for in the subject line of your email.

Please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.