

## SETTLEMENTS OFFICER

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 Settlements Officer, the successful candidate will join Elexicon Energy's Customer Experience 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, Wholesale Settlements at the Ajax location and is responsible for the daily activities as follows:

### DUTIES AND RESPONSIBILITIES

- + Responsible for all monthly and annual Wholesale Settlements data preparation, calculations and reporting in support of regulatory submissions.
- + Calculate monthly wholesale power bill estimates and reconciliations, including IESO and Hydro One, and analyze and prepare reports for use by Elexicon Financial Services.
- + Assist with ensuring compliance with the Ontario Energy Board codes and other compliance instruments inclusive of the Retail Settlement Code, Distribution System Code, Standard Supply Service Code, Affiliate Relationship Code, Transmission System Code, Transmission Rate Schedule, IESO Market Rules, and other directives and bulletins as published.
- + Complete trend analysis to detect variances and patterns and project future direction of rates, demand, consumption, billed values and other submitted determinants.
- + Assist with ad hoc analysis/reporting on various financial and non-financial data including Industrial Conservations Initiative (Class A Global Adjustment) as requested by the Manager Wholesale Settlements or other stakeholders.
- + Compile, analyze, maintain, and provide access to detailed information and reports for use in Elexicon Financial Services activities.

- + Liaise with Independent Electricity Operator, Ontario Power Generation, Embedded Generators, Hydro One, and others regarding invoice discrepancies, adjustments and regulation and rate changes.
- + Provide LDC metrics and data for comparators, surveys, and indicators to various internal and external stakeholders.
- + First level of review and assistance for internal and external stakeholder inquiries for problem resolution related to balancing and investigating discrepancies, adjustments, submissions, and statistical data.
- + Review OEB rate orders and communicate forthcoming rate changes to internal stakeholders.
- + Prepare and distribute IESO, Hydro One and other Embedded invoices to internal and external stakeholders.
- + Use multiple systems to extract data and process reports for submission and reconciliation purposes.
- + Manage complex workbook and other supporting documentation including automated safeguards to identify discrepancies and perform investigation and analysis.
- + Calculate Net System Load Shape and Weighted Average Price required for monthly wholesale market settlement.
- + Provide ongoing business process updates and recommendations for development of procedures and policy changes.
- + Primary contact to liaise with internal and external auditors for all Wholesale Settlements inquiries.
- + Assist the Manager in execution of the Internal Audit plan as required.
- + Manage and execute goal-oriented tasks and/or projects established by the Manager to achieve departmental objectives.
- + Attend to administrative matters as may be delegated by the Manager.
- + Maintain confidentiality in all matters of a personal and sensitive nature.

## **EDUCATION, SKILLS, AND EXPERIENCE**

### **Education and Experience:**

- + 5 years of accounting and financial analysis experience with relevant 3 years College.
- + Ability to exercise independent judgment and perform all assigned duties with minimal supervision.
- + Understanding of and exposure to utility operations including detailed knowledge of applicable regulatory documents and legislation.
- + Analytical experience.
- + Excellent organizational, communication, and interpersonal skills.

- + Assured operational skills in a computerized, network dependent environment, and the ability to quickly learn and adapt to new systems and processes.
- + Advanced knowledge of Microsoft Office applications.

**Key Skills and Experience:**

- + Advanced standing in a professional designation program (e.g. CPA) an asset.

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

[hr@elexiconenergy.com](mailto:hr@elexiconenergy.com) by **September 22, 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.