

WELLAND HYDRO-ELECTRIC SYSTEM CORP.

Requires a Junior Accountant

Welland Hydro-Electric System Corp. (WHESC) is a progressive electric distribution utility delivering electricity in a safe & reliable manner while maintaining a high quality of service to meet the needs of our 25,000+ customers within the City of Welland.

Main Responsibilities:

- Perform accounts payable functions, including creating purchase orders; invoice processing; acquisition of payment authorization; processing of payment; and vendor/customer communications.
- Reconcile Accounts payable sub-ledger to the General ledger.
- Conduct monthly reconciliations including bank and credit card reconciliations.
- Support with third-party invoice processing, which involves documenting deposits/payments, acquiring billable job details, and communicating with customers to ensure collection.
- Maintain and reconcile petty cash monthly.
- Identify and recommend opportunities for improving processes and procedures.
- Establish effective working relationships with other departments; coordinate interdepartmental activities and participate on committees as assigned.
- Upholding the responsibility of maintaining confidentiality across all facets of the position.
- Perform other related duties as assigned.

Qualifications & Requirements:

- Post Secondary Education in accounting, business, or related discipline.
- Basic understanding of accounting principles and practices.
- Applied knowledge of Microsoft Excel and accounting software.
- Attention to detail and accuracy in data entry and financial reporting.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks, meet deadlines, and work independently or collaboratively as part of a team.
- Demonstrated proficiency in maintaining confidentiality.
- Two (2) years of related payables experience would be considered an asset.

Applicants are invited to submit a detailed resume outlining qualifications, in confidence by 12:00 p.m. Friday, April 19, 2024, to:

careers@wellandhydro.com

Subject: Junior Accountant

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Please advise if any accommodations are required to process an application for the advertised position as per the Accessibility Act. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001 and will only be used during the selection process for the subject posting.