
SENIOR ACCOUNTING TECHNICIAN

SUMMARY

The Senior Accounting Technician is responsible for providing a range of accounting and financial services for the Trust and will be primarily supporting the operations of Columbia Power Corporation (CPC) and its subsidiaries and the jointly owned power projects of the Trust and CPC. This position will be responsible for ensuring the accuracy and integrity of project costing, cost forecasting and other related financial data for projects. This position will also be providing support for preparing and monitoring budgets, financial reporting, banking and cash management, accounts payable, accounts receivable and other general financial services.

KEY ACCOUNTABILITIES

- 1. Financial Reporting, Banking, Cash Management and Investments.** The Technician:
 - Maintains the Chart of Accounts and General Ledgers for multiple corporations and projects.
 - Prepares working papers and journal entries to record monthly income and expense entries.
 - Compile related party transaction information for year-end financial statements.
 - Reconcile operating and reserve bank accounts.
 - Produce cheques or prepares wire transfers.
 - Directs and manages cash requirements for the projects.
 - Preparing project billings, monthly draws and cash flow statements.
 - Prepare goods and services tax and water rental returns and reports for the joint Venture corporations as required.
 - Prepares Statistics Canada ownership returns.
 - Maintains effective procedures that ensure appropriate security and control of cash and cash equivalents.

- 2. Budget Preparation and Monitoring.** The Technician:
 - Maintains the budget tracking system for Columbia Power and all affiliated Corporations.
 - Assists staff in preparing and monitoring their budgets and ensures expenditures and commitments do not exceed approved budgets.
 - Prepares processes and documents scope and budget changes.
 - Administers and controls project change controls and change logs.
 - Provides advisory services with respect to budgetary process and financial policies and procedures to all staff.

- 3. Accounts Payables/Receivables.** The Technician:
 - Ensures timely processing and payment of accounts payable.
 - Verifies monthly energy entitlement against agreements and outage records, verifies energy prices against electricity purchase agreements, produces company accounts receivable invoices and provides invoices to respective customers
 - Confirms receipt of sales and grant proceeds and records into accounting system.
 - Ensures all documentation is processed in accordance with the financial and accounting policies.

- 4. Other Related Duties as Required.**

QUALIFICATIONS

Training and Experience

- A minimum of a two year diploma program in an accounting or an equivalent combination of education, training and experience.
- Three to four years accounting experience in an accounting environment including budget preparation and control and financial reporting.
- Experience in project accounting that includes expenditure analysis, invoicing, project tracking and reporting.
- Experience within a public sector environment or general industry is preferred.

Knowledge, Skills and Abilities

KNOWLEDGE

- Sound knowledge and understanding of government regulatory and financial report requirements.
- Working knowledge of Microsoft Dynamics GP or equivalent accounting systems.

SKILLS

- Well-developed communication skills are essential, both oral and written.
- Strong computer skills, including MS Office (particularly Excel, Word).

ABILITIES

- Ability to build and maintain strong working relationships throughout the organization and externally.
- Ability to work collaboratively with others to achieve results.
- Ability to interact with others respectfully, ethically and honestly to create a positive work environment.
- Ability to provide current, knowledgeable and credible information.
- Ability to seize opportunities and be flexible in a changing environment.
- Ability to exercise initiative and bring sound judgment to making decisions and problem solving.
- Ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.