



**Brantford Power Inc.**

**Finance Department**

requires a

**Junior Financial Analyst (5 month contract with possibility of extension)**

Reporting to the Supervisor of Finance, the Junior Financial Analyst will process A/P, A/R, retailer payments; complete statistical reporting for Federal and Provincial Government Agencies; and process Great Plains invoices for the BEC Group of Companies. Other duties in this position include but are not limited to preparing and entering journal entries in accordance with documentation received, accounts payable and GL account reconciliations, interacting with internal departments to resolve any accounting issues and responding to inquiries from external vendors. This position will also assist with the preparation of financial statements and year-end audit. The incumbent is responsible for verification of financial data to ensure accurate and timely information is available for reporting.

Applicants must have successfully completed a three (3) year post-secondary degree with an emphasis on accounting, business and/or finance and a minimum of one (1) year related work experience. The ability to learn quickly with attention to detail, good critical thinking and problem solving skills combined with the ability to adapt and prioritize is required. Excellent logic and reasoning skills as well as written communication and interpersonal skills are also required. Knowledge of spreadsheets and word processing software (preferably Excel and Word) is essential. Experience with Microsoft Dynamics Great Plains financial information systems is desirable.

**WAGE RANGE AS PER THE COLLECTIVE AGREEMENT:** \$29.63 – \$32.93 per hour (to be reviewed) based on a 33 ¾ hour work week.

Qualified candidates are invited to send a detailed resume and cover letter by **December 2, 2020 at 4:30 p.m.**, to the attention of:

Human Resources  
Brantford Power Inc.  
P. O. Box 308, 84 Market St.  
Brantford, ON N3T 5N8  
Fax: (519)753-6130  
E-Mail: [bpresumes@brantford.ca](mailto:bpresumes@brantford.ca)  
doc or rtf format please

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services.**

**Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**