



## **Title: Financial Accounting Clerk 4**

**Location: Kelowna, B.C.**

1. Maintains the accounting records of a fully operating regulated utility or holding companies which may include:
  - calculating monthly revenues and cost of gas;
  - analyzing and preparing a variety of monthly account reconciliations, both in terms of current year actual to budget and current year to prior year variances;
  - preparing in good form, non-consolidated financial statements;
  - preparing invoices and performing credit and collection functions;
  - preparing and processing monthly commodity tax remittances; and,
  - ensuring all appropriate entries are accrued and/or processed
2. Coordinates the recording and reconciliation of FortisBC Energy Inc. ("FEI") and various subsidiary bank accounts including:
  - overseeing the preparation of daily bank deposits and verifying the subsequent processing by the bank;
  - verifying that bank interfaces are completed successfully and that all cash transactions are appropriately recorded in SAP; and,
  - ensuring that all EFT's returned or rejected payments and NSF's are processed correctly and on a timely basis (requires liaising with the banks and the Customer Service group).
3. Prepares, sets up and reviews internal orders and other costing system entries, journal vouchers, and relevant financial reports for accuracy, justifiability and completeness as necessary.
4. Updates schedules and prepares monthly entries related to deferral accounts.
5. Coordinates and develops budgets in association with various Operations Management, Finance, Gas Supply and Regulatory staff. This may include:
  - assembling and analyzing historical cost and activity data necessary to prepare budget projections for discussion and approval; and,
  - making adjustments for reasonableness, supported with justification as required, based on historical, current and projected financial operating environment.
6. Prepares working papers and analysis for the interim and year-end audit reporting requirements; responds to internal and external audit requests and inquiries.
7. Responds to a variety of inquiries. Compiles information in response to inquiries from management and external bodies such as the BCUC, external auditors, and government agencies.
8. Applies basic accounting principles as well as knowledge of FEI accounting procedures and practices to accurately assess information and determines required action to be taken in resolving relevant problems and generating desired results. Acts as a resource for procedural matters to other staff within the organization.
9. Performs duties of a minor nature similar to the above duties which do not affect the rating of the job.

## Qualifications

1. Completion of a Diploma in Accounting or Finance from a recognized accredited post-secondary institution.
2. Three (3) years directly related experience in accounting at an intermediate level including at least one (1) year with a strong emphasis on financial analysis.
3. Excellent interpersonal and verbal communication skills, including the ability to:
  - Respond to difficult or demanding customer situations with tact and diplomacy; and,
  - Take initiative in successfully resolving customer payment matters.
4. Ability to gather and analyze information to understand problems and/or opportunities and to develop and implement pragmatic solutions.
5. Ability to independently plan, prioritize and coordinate a diverse set of activities to consistently meet targets in an environment that includes changing priorities, time demands and frequent interruptions.
6. Ability to write concise, clear and grammatically correct communications (reports, memorandums, summaries, etc.) and present them in a professional and diplomatic manner.
7. Knowledge of ERP accounting systems (preferably SAP).
8. Intermediate level knowledge of Excel and other related Microsoft Office applications.
9. Minimum typing speed of 40 words per minute.