



ACCOUNTING COORDINATOR UNIONIZED POSITION WITH PWU CUPE LOCAL 1000

Halton Hills Hydro Inc. is a community-focused electric distribution utility, servicing approximately 23,000 homes and businesses across a 281sq. km service territory within the Town of Halton Hills, and is regulated by the Ontario Energy Board (OEB). Located 15 minutes north of the 401, our office is accessible by GO Train and bus, and falls within a 35km radius of major urban centres, such as Guelph, Milton, Brampton, Mississauga, Cambridge, and Orangeville. The Town of Halton Hills is ranked as one of the top small communities in Canada by a national magazine.

At Halton Hills Hydro, safety for our employees and the community is our number one priority; we care about our work, our customers, and our business. We have a commitment to delivering quality service and each member of our team has a responsibility to help one another achieve success and satisfaction on the job.

Halton Hills Hydro Inc. is currently seeking a dynamic, highly motivated individual to fill the position of **Accounting Coordinator**. This position reports to the Controller, Finance and is responsible for the billings of recoverable jobs, reconciliation of billing sub ledgers and general accounts.

DUTIES:

- Reconcile work in progress accounts, with job costing on a monthly basis;
- Assist with reconciling and maintaining the fixed assets sub ledger; this includes closing of jobs and creating fixed assets;
- Assist with journal entries and variance analysis reporting;
- Billing of customers in a timely and accurate manner and applying payments;
- Reconcile accounts receivable sub ledgers, customer deposits and other general ledger accounts on a monthly basis;
- Miscellaneous accounts receivable collections;
- Receive Purchase Orders and post inventory;
- Create Work Orders as needed;
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- College Diploma in Accounting, or related field;
- 3 years' accounting experience with job costing and full accounting cycle;
- Excellent verbal and written communication skills;
- Attention to detail with a high-level of accuracy;
- Ability to meet strict deadlines in a fast paced environment with minimal supervision; must cope well under pressure;
- Demonstrated professional interpersonal skills and tactful communication;
- Highly skilled in time management, prioritization, and multitasking;
- Ability to work in a team environment demonstrated through reliability, punctuality, a collaborative approach, excellent listening skills, and a positive attitude;
- Intermediate to Advanced computer skills, including Microsoft Office Suite (advanced Excel);
- Strong analytical skills.

WHAT WE OFFER

- ✓ Comprehensive total compensation package;
- ✓ Opportunity to work with an experienced utility team;
- ✓ Direct experience within a highly regulated industry;
- ✓ Working in an environment with a strong commitment to safety;
- ✓ Training and development support and opportunities.

APPLICATION INSTRUCTIONS

- Email your detailed resume, in confidence, to hr@haltonhillshydro.com;
- Use **ACC CORD** for your subject line;
- Indicate in the body of your email where you saw this posting.

CLOSING DATE: Friday, April 25, 2025

Halton Hills Hydro Inc. is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants need to make their required accommodations known in advance.

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