



## NEW BRUNSWICK ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

### **Financial Analyst**

**Location: Saint John, New Brunswick**

The New Brunswick Energy and Utilities Board is an independent, quasi-judicial tribunal, which regulates the industries and utilities under its jurisdiction. More information on the NBEUB can be obtained at: <http://www.nbeub.ca>.

The Board is seeking an individual to join the finance team as a Financial Analyst in Saint John. Reporting to the Executive Director of Finance, the Financial Analyst will provide transaction processing, accounting support, financial analysis, and other duties assigned in support of the Executive Director in fulfilling the Board's mandate.

Key responsibilities will include but are not limited to:

- Perform all accounts payable processing functions;
- Prepare treasury payment functions as assigned;
- Perform Payroll Coordinator functions for External Customer Relationship with ADP (payroll processing);
- Prepare annual assessments for all the regulated sectors and the collection of funds from regulated sectors;
- Prepare monthly and quarterly HST remittances;
- Perform Pension and Insured Benefits reporting;
- Delivering timely, accurate, and reliable financial information to Executive Director of Finance through efficient and effective financial systems and business processes;
- Provide monthly and quarterly reports to senior managers;
- Provide year-end reconciliations;
- Annual audit preparation;
- Assist in the review, preparation, and evaluation of program budgets;
- Assist in the preparation of budget amendments when necessary;
- Assist in the preparation of several types of analysis such as comparison of budget vs. actual, trend analysis and other ad-hoc reports;
- Assist in the preparation of public accounts and annual reports;
- Participate in meetings and other committees when required;

- Assist in the preparation of briefing notes;
- Work on projects as required; and
- Other responsibilities as assigned.

**ESSENTIAL QUALIFICATIONS:** The preferred candidate will have a post-secondary diploma or degree and at least 5 years of experience in a similar role. A high level of professionalism, the ability to work with confidential information, to prioritize and multi-task, strong attention to detail and accuracy, and the ability to work independently and within a team environment are essential to this challenging role. Strong computer skills, and the ability to use office technology, software, and applications are required. Advanced communication skills and excellent written and spoken competence in English are required.

**TECHNICAL COMPETENCIES:** The successful candidate will possess knowledge of accounting and financial principles and the ability to use office technology, software and applications.

**Salary:** Salary will be competitive and commensurate with education and experience.

This is a unique opportunity to work in a collaborative team environment. If this challenging role and the opportunity to join a dynamic organization meets your career objectives, please forward your resume in confidence on or before 4:30 p.m., on Thursday, November 28, to the attention of:

Ms. Kathleen Mitchell  
Executive Director, HR & Communications and Chief Clerk  
New Brunswick Energy and Utilities Board  
Brunswick House  
44 Chipman Hill, Suite 500  
P.O. Box 5001  
Saint John, New Brunswick  
E2L 4Y9

Email: [Kathleen.Mitchell@nbeub.ca](mailto:Kathleen.Mitchell@nbeub.ca)

*While we appreciate the interest of those who submit an expression of interest, only those candidates selected for consideration will be contacted.*