



**Employer:** Just Energy  
**Position:** Accounts Payable Coordinator  
**Department:** Finance  
**Reports to:** Manager of A/P and A/R

### **Business Profile:**

Just Energy is one of North America's leading electricity and natural gas retailers with offices in Canada and the U.S. Through its affiliates under its parent, Just Energy Income Fund, a publicly traded Income Trust (TSX: JE.UN), Just Energy provides over 1.6 million residential, small to mid-sized commercial and small industrial customers with the peace of mind that comes from knowing that they are protected from energy price volatility. In addition, through its subsidiary National Home Services, Just Energy sells and rents high efficiency and tankless water heaters, and through its subsidiary Terra Grain Fuels, produces and sells wheat-based ethanol. Just Energy is poised to become an industry leader in providing environmentally responsible energy supply solutions to consumers across North America.

Just Energy continues to focus on growth, professional development and fostering an entrepreneurial spirit that has made the company what it is today. We are looking for individuals interested in joining a fast-paced, dynamic, and growing company that is also a leader in the North American retail energy market. We offer competitive compensation with incentive bonuses, group benefits, a dynamic working environment and opportunity for growth that is unparalleled.

### **Key Accountabilities:**

- Daily maintenance of the accounts payable sub ledger
- Monthly reconciliation and analysis of the A/P sub ledger to the general ledger and investigate and resolve any discrepancies
- Review and process invoices/P.O's for accuracy, coding and proper authorization
- Review and process employee expense reports and corporate credit card statements ensuring accuracy and completeness
- Daily input of invoices into Great Plains
- Respond to vendor inquiries regarding status of payments and invoice discrepancies as well as perform vendor profile maintenance
- Process cheque runs weekly and prepare mailing of cheques to vendors
- Sort, file and keep accurate records after posting
- Provide various schedules to the accountants for month end close
- Participate and assist with the completion of internal and external audits
- Various ad hoc reports and projects as requested by management

**Required Skills and Knowledge:**

- Minimum two years experience in a high volume accounts payable department
- College or University accounting training
- Advanced skills in MS Office (Excel, Word)
- Strong analytical and problem solving skills
- Ability to maintain a high level of accuracy when preparing and entering financial information
- Solid background knowledge of the accounting cycle with fast and accurate data entry skills
- Excellent verbal and written communication skills, organizational skills, detail oriented, highly motivated
- Proven ability to multi-task and meet deadlines
- Ability to work independently as well as function effectively in a team environment
- Experience using Great Plains Dynamics is an asset

**Application Process:**

If you are interested in an opportunity with Just Energy, we hope to hear from you soon. Note that additional details about the company can be found at the following websites: [www.je-un.ca](http://www.je-un.ca) and [www.justenergy.com](http://www.justenergy.com)

Please send resume via email to: [careers@justenergy.com](mailto:careers@justenergy.com) and ensure you place the name of the position in the subject of the email.