



Employer: Just Energy
Position: Senior Accounts Payable Coordinator
Department: Finance
Report to: Manager A/R and A/P

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:

- Maintenance of the accounts payable sub ledger for all markets of operation
- Analysis of differences between the general ledger and aged payables report with diligent follow up for any discrepancies
- Review and process invoices/P.O's for accuracy, coding and proper authorization for all departments
- Review and process employee expense reports and corporate credit card statements ensuring accuracy, completeness and adherence to corporate policy
- Daily input and review of invoices into Great Plains for all markets of operation
- Respond to vendor inquiries regarding status of payments and invoice discrepancies as well as perform vendor profile maintenance monthly
- Process cheque runs weekly and prepare mailing of cheques to vendors for all markets
- Preparation of monthly lead sheets involving the generation of aged payables and explaining any outstanding balances
- Work closely with external and internal auditors to ensure timely and successful audits/reviews
- Work closely with internal and external business partners
- Sort, file and keep accurate records after posting and generation of cheque runs
- Various ad hoc reports and projects as requested by management

Required Skills and Knowledge:

- Minimum three to five years experience in a high volume accounts payable department
- College or University accounting training
- Advanced skills in MS Office (Excel, Word, Access)
- Strong analytical and problem solving skills
- 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
- Experience using Great Plains Dynamics is an asset

Personal Attributes:

- Detail oriented and proactive problem solver
- Able to quickly adapt to change
- Attention to detail and high level of accuracy
- Excellent interpersonal and communication skills (both verbal and written)
- Able to work both autonomously and in a team environment
- Well organized and able to meet multiple deadlines
- Able to interact effectively with all levels of the organization and excellent time management skills

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 and www.justenergy.com

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