



**Employer:** Just Energy  
**Position:** Supervisor Commissions and Accounts Payable  
**Department:** Finance  
**Report to:** Manager Commissions/Payable

**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.

**Position Profile:**

As the Supervisor of Commissions and AP, the successful candidate will work within the Commissions/Payables Department and will be directly involved in any of the following:

- Administering all current financial reporting processes while adhering to tight monthly and quarterly deadlines;
- Developing and implementing new financial and managerial reporting as required by Stakeholders including Executive, Sales, and Finance;
- Facilitating Just Energy's entry into new markets or products by designing and implementing commission reporting requirements;
- Supervision of commission and payables administrators to ensure accuracy and timely completion of deliverables.

The Supervisor acts as a resource base for all other functional areas of the company. This allows the analyst to gain exposure to many areas of Just Energy's business. The responsibilities of the successful candidate may include:

- Analyzing business challenges and designing practical, attainable solutions.
- Coordinating the rapid implementation of commission reporting due to business and system process changes.
- Creating tools (MS Excel or MS Access) to help manage the day-to-day responsibilities or creating reports for various functional areas.
- Developing and maintaining financial reporting processes and operational controls for markets across Canada and the US.
- Working closely with External and Internal Auditors to ensure timely and successful audits/reviews.

- Reviewing and approving commissions and transaction payment coding for all entities of operation.
- Managing monthly, quarterly accrual and expense process.
- Overseeing the detail payment file level reconciliation and monthly sub ledger to GL reconciliation process.
- Ability to assume manager position upon implementation of succession plan.

Supervisors at Just Energy gain a broad-based experience that prepares them for a variety of other roles in the company. Strong analytical skills, initiative, and teamwork are rewarded with opportunities for advancement, increased responsibility, and additional financial compensation.

**Required Skills and Knowledge:**

- University degree in Mathematics/Finance/Engineering.
- Advanced knowledge of MS Excel, MS Access, VBA and SQL.
- Minimum 3 years of experience in financial modeling, revenue reporting and accounting.
- Previous Supervisory skills.
- Excellent problem solving, organizational and multi tasking skills.
- Previous experience with electricity and/or gas commodities is an asset.
- Experience using Great Plains Dynamics an asset.

**Candidate Profile:**

The successful candidate MUST meet the following requirements:

- Assertive, self motivated, and goal oriented.
- Proven problem solver that is comfortable with assumptions and abstract analysis.
- Able to take full ownership of assignments and work with minimal supervision.
- Able to communicate complex ideas clearly and concisely in English (written and oral) and make decisions.
- Able to demonstrate leadership and guidance in a variety of situations.
- Resourceful with the desire to initiate change.
- Ability to work both autonomously and in a team environment.
- Well organized and able to meet multiple deadlines.

**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.