

CAREER OPPORTUNITY

WATAYNIKANEYAP POWER PM INC.



Wataynikaneyap Power PM Inc., (the “Project Manager”) a wholly owned subsidiary of FortisOntario Inc., acts as the Project Manager of Wataynikaneyap Power LP (“Wataynikaneyap Power”). Wataynikaneyap Power is a licensed transmission entity, majority-owned by a partnership of 24 First Nation communities in partnership with Fortis Inc. and other private investors. The partnership is an unprecedented undertaking and is currently constructing 1,800 kilometers of 230 kV, 115 kV, and 44 kV transmission lines and over 20 substations in northwestern Ontario. Located in our **Thunder Bay** office, Wataynikaneyap Power is currently recruiting for a talented:

ACCOUNTS PAYABLE CLERK

Under the general direction of the Financial Accountants, this position works collaboratively within a team environment and plays a key role in supporting the team day-to-day financial administration. The position will be responsible for, but not limited to, assisting with payroll timesheet functions, perform data entry and related duties in regards to accounts payable/receivable invoices, organize invoices, obtain invoice and payment approvals, prepare mailing of cheque payments to vendors, filing, and reporting. The candidate will be responsible to prepare documents such as purchase orders, new vendor sheets, travel reimbursements, Visa reconciliations, vendor invoice payment inquiries, and any other ad-hoc financial documentation as required.

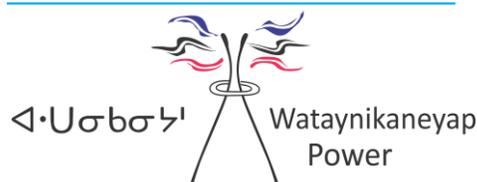
We are seeking a highly organized individual with a keen attention to detail, able to commit to an increased work volume on a periodic basis, and adaptable to changing work priorities/deadlines.

In order to be successful in this position the candidate will have a high level of enthusiasm, excellent communication skills, problem-solving capabilities, and the ability to develop and maintain relationships with all levels of the organization. If you happen to be seeking rewarding career, opportunity to work both independently and part of a collaborative and dynamic team - **we encourage you to apply**. This is a full-time opportunity with a comprehensive salary, pension and benefit plans, professional development, and more.

The successful candidate will ideally have the following attributes, skills and qualifications:

- Diploma in **Accounting, Business/Public Administration**, or a related discipline
- At least **2-3 years'** experience in a related field or by having the equivalent combination of education and work experience may be considered
- Advanced computer skills with demonstrated knowledge of MS Office Suite; experience or knowledge of **SAP** would be considered an asset
- Exceptional level of discretion, confidentiality, and judgement with proven problem solving skills with the fortitude to take initiative where appropriate
- Experience working with First Nations; ability to speak/understand Anishinaabe or Anishiniimowin considered an asset
- Must hold and maintain a Valid Ontario “**G**” license with a clear driving abstract

Please visit www.wataypower.ca for more information



Please submit your application to HR@wataypower.ca by **March 13, 2020**. Indicate “**WTY-APC**” on subject line.

We encourage First Nation candidates to apply; we thank all respondents but we will only contact those selected for an interview. The Company is committed to accommodating applicants with disabilities and will work with applicants that request an accommodation(s) during the recruitment cycle.