



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 partnership equally owned by 22 First Nation communities (51%), in partnership with Fortis Inc. (49%). To connect remote First Nation communities to the electrical grid, Wataynikaneyap Power will develop and operate approximately 1,800 kilometers of 230 kV, 115 kV, and 44 kV lines in northwestern Ontario. Located in our **Thunder Bay** office, the Project Manager is currently recruiting for a:

JUNIOR FINANCIAL ADMINISTRATOR

Under the general direction of the Vice President of Finance, 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 must have the following minimum attributes, skills and qualifications:

- Successfully obtained a degree or diploma in **Accounting** and/or **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; First Nation language considered an asset
- Must hold and maintain a Valid Ontario “**G**” license with a clear driving abstract



Please submit your application to HR@wataypower.ca by **March 1, 2019**.

Indicate “**JR-FIN-ADM**” on subject line. www.fortisontario.com

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.



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company



Cornwall Electric
A FORTIS ONTARIO Company



Algoma Power Inc.
A FORTIS ONTARIO Company



Wataynikaneyap Power