



**CENTRE WELLINGTON HYDRO LTD.
FINANCE CLERK
Full Time 15-Month Contract**

Centre Wellington Hydro is seeking an experienced and competent team player to successfully fill the role of **Finance Clerk** for a 15-month Contract position. Servicing over 8,000 customers in the former Village of Elora and Town of Fergus, within the Township of Centre Wellington, the successful incumbent will support our ongoing commitment to customer and operational excellence.

Position Summary

Reporting to the Vice President/Treasurer, the Finance Clerk is a key member of the finance team responsible for supporting all Accounts Payable (AP) and Accounts Receivable (AR) functions.

The role also contributes to inventory-related activities, including material issue tracking and reconciliations, ensuring accuracy and consistency across records.

In addition, the Finance Clerk is responsible for preparing statistical reports, performing account analysis, and maintaining well-organized financial documentation and filing systems.

As a forward-facing position, this role requires strong communication and interpersonal skills. The Finance Clerk is expected to interact professionally and effectively with vendors, suppliers, colleagues, and other stakeholders while ensuring all responsibilities are completed accurately and in a timely manner.

Duties and Responsibilities

- Completion of all steps in Accounts Payable process, Purchase Order and Inventory Receiving including the coding of all transactions and payments of invoices on a timely basis, as well as archiving invoices into the paperless filing system.
- Completion of all steps regarding the inventory process related to material issues, monthly inventory reconciliation to general ledger and year end physical counts.
- Completion of all steps in Miscellaneous Accounts Receivable process, including generating invoices, seeking approval for invoices, posting payments and follow up with statements regarding arrears.
- Preparation and review of monthly statistical data for all revenues retrieved from the CIS system and compared to the GL's and revenue expectation.
- Responsible for monthly and annual reconciliation of Account Receivable, Accounts Payable and Inventory accounts for review by the VP/Treasurer.
- Supports the month-end, quarterly and annual financial reporting cycles, and assists with preparations for external audit and various audit working papers as required.
- Assists periodically with specific duty requests from Finance or Customer Service staff as it relates to primary duties.
- Record, manage and file documents and digital files.

Ideal Skills and Qualifications

- Post-Secondary diploma in business or finance, or an equivalent combination of education and experience.
- Minimum 2 years of business and accounting experience. Working knowledge in a regulatory industry and/or utility environment is considered an asset.
- Strong understanding of month-end close activities and reporting, with the ability to meet strict deadlines.
- Knowledge of Finance Clerk functions and related software programs such as Northstar, File Nexus, Cayenta, using an ODBC connection for pulling statistical information.
- Advanced skills in Microsoft Office applications, and specialized experience in creating Excel charts, tables and statistical reports.
- Results oriented individual who can produce timely, accurate, analytical, and well-organized work.
- Professional manner, desire to learn and ability to take responsibility and initiative.
- Ability to multitask and prioritize work with frequent interruptions.
- Proven ability to work effectively, efficiently, and safely within a team while providing excellent customer service.

Application Process

Interested and qualified candidates may apply by emailing their resume and cover letter in one .PDF formatted document to jbott@cwhydro.ca on or before **Monday, June 15, 2026 at 9:00am**.

To learn more about Centre Wellington Hydro and the complete requirements for this position, please visit our website at www.cwhydro.ca.

We thank all applicants for their interest but advise only those selected for an interview will be contacted. Accommodations are available during all aspects of the recruitment process. Applicants contacted by Human Resources for an interview are asked to make their needs known in advance.