

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**  
2 **Exhibit 8**  
3 Page 7, lines 17-19 - Provide the number of employees and the job descriptions for  
4 any individuals employed by Hydro or any of its affiliates in 2013 in positions similar  
5 to those of the individuals in Nalcor's Finance department.  
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8 A. Table 1 outlines the positions relating to Finance who are employed by Hydro in  
9 2013. PUB-NLH-262, Attachment 1 provides a copy of each job description.

10 **Table 1**

Position	# FTE
Accountant	6.0
Accounting Clerk II	3.0
Accounting Clerk III	5.0
Accounts Payable Officer	1.0
Assistant Divisional Controller – Hydro	1.0
Cashier Clerk (Part-time)	0.4
Co-op Student <sup>1</sup>	0.4
Finance Support Analyst	1.0
Rates and Regulatory Analyst	3.0
Regulatory Coordinator <sup>2</sup>	1.0
Taxation Specialist	1.0
Team Lead, Capital Asset Accounting	1.0
Team Lead, General Accounting	1.0
Team Lead, Rates and Regulatory	1.0
Treasury Assistant	1.0
Treasury Clerk	1.0

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<sup>1</sup> A job description is not available for Co-op Students.

<sup>2</sup> Position was reclassified from Administrative Assistant to Regulatory Coordinator.

**CLASSIFICATION:** Accountant

**GENERAL DUTIES:**

Reviews source documentation; prepares and enters journal entries and input sheets; prepares reconciliations, account analysis and/or work order analysis; prepares working papers, summaries and reports; prepares documentation for the rate hearing process; prepares statistical reports and provides direction to accounting clerks; writes data extraction reports and conducts report analysis and quality assurance. All other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of a two (2) or three (3) year diploma program in business administration/management from a recognized post-secondary institution and completion of the first three (3) levels of a recognized accounting program (CMA, CGA).

**REQUIRED EXPERIENCE:**

**CLASSIFICATION:** Accounting Clerk II

**GENERAL DUTIES:**

Process invoices ensuring adherence to signing authority guidelines; deal with enquiries relating to customer/supplier accounts; follow up on outstanding items and prepare adjustments to these accounts; preparation and balancing of various reports; periodic review of files for unrecorded items and prepare accruals; reconcile supplier statements; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of a two (2) or three (3) year diploma program in business administration/management from a recognized post-secondary institution and completion of the first level of a recognized accounting program (CMA, CGA).

**CLASSIFICATION:** Accounting Clerk III

**GENERAL DUTIES:**

Preparation of journal vouchers, schedules and documents; credit card maintenance including file downloads and adherence to policy; preparation of reconciliations and/or analysis for selected accounts and the follow up of outstanding items highlighted; invoice preparation and review of source documentation for clerical accuracy, inputting into the system and the maintenance of files on same; run, review and follow up on reports related to account and sub ledger maintenance; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of a two (2) or three (3) year diploma program in business administration/management from a recognized post-secondary institution and completion of the first two (2) levels of a recognized accounting program (CMA, CGA).

**CLASSIFICATION:** Accounts Payable Officer

**GENERAL DUTIES:**

Oversee and give direction to staff on a daily basis; respond to internal and external inquiries; train staff; prepare monthly activity reports; ensure expenses are paid in accordance with corporate policy and procedure; review and recommend work methods to eliminate business rework; recommend inter or intra departmental procedural changes; reconciliation of accounts payable sub ledger to general ledger account and prepare and input correcting journal vouchers; respond to year-end audit requirements from external and internal auditors; perform system upgrade testing; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of a two (2) or three (3) year diploma program in business administration/management from a recognized post-secondary institution and completion of the first four (4) levels of a recognized accounting program (CMA, CGA).

**Assistant Divisional Controller - NLH****Location Information**

**Company:**  
**Division:** Finance  
**Department:** Finance & Controller  
**Section:** Electric Utilities  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

The Assistant Divisional Controller - NLH reports to the Controller - NLH. The position entails application of a core technical skill set in cross-functional interaction with multiple business units and departments, including Newfoundland and Labrador Hydro as well as with corporate divisions within Nalcor.

The incumbent is expected to use a high level of initiative, and sound professional judgment to develop, analyze, interpret, and report financial information received from the NLH line of business, for the provision of key information to support budgeting, forecasting, corporate and managerial reporting, revenue accounting financial analysis, and other processes on a continuing and special project basis. The incumbent must be flexible in his/her work approach to accommodate changes in priorities resulting from the management of several projects simultaneously.

**Direction Exercised:**

Provides direction and assistance to staff at all levels as required, particularly to the field accounting functions on a regular basis, and to temporary staff as circumstances dictate.

**Job Description****Summary of Job Function:**

The position will be responsible for ensuring the effective functioning of the financial controls and processes of Nalcor as they pertain to the NLH line of business, as well as the more detailed functions and analytics as outlined below. Many projects presented to the Assistant Controller lack precedence and require imagination within the bounds of a solid technical background in order to develop sound, timely, and accurate recommendations. The incumbent will be expected to work effectively both in a strong team based environment, and in instances when an appropriate level of autonomy is required.

The Assistant Controller will prepare budgets and forecasts for revenue, operating costs and capital for the NLH, and will take a leadership role in ensuring alignment between operating divisions and corporate finance, as well as any other stakeholders such as Treasury, Investment Evaluation, etc. The incumbent ensures that revenues are accounted for on a timely and accurate basis, including application of accrual accounting as required. The Assistant Controller will also prepare regular divisional financial reports in liaison with the Corporate function in support of leadership, shareholder and Board of Directors requirements, and compiles ad hoc managerial reports and analysis as required.

Such duties will require an in depth and specialized knowledge of the financial and operational aspects of the various lines of business throughout the organization, and will entail communication with various key individuals

within the lines of business, while fostering the groups commitment to a strong team based working environment.

The incumbent will have responsibility for the provision, or evaluation of cost-benefit and scenario analysis as required, along with other financial decision support activities as necessary, to support capital and operating planning and reporting activities within NLH, and where necessary, in support of external information requirements including shareholder and senior leadership information requests.

The Assistant Controller will provide divisional operational analysis as well as a support role for other projects and divisions as deemed necessary by the Controller – NLH.

**Principal Activities, Duties, and Responsibilities:**

The Assistant Controller - NLH will be a key member of a team of financial and accounting professionals and will be responsible for the following:

- I. Compilation of management reports for the companies/lines of business
- II. Budgeting, forecasting and variance analysis for Electric Utilities business lines
- III. Analysis and reporting using corporate systems such as Clarity, Showcase, JDE, etc.
- IV. Provide leadership in the development and documentation of key process as they pertain to the NLH Finance function, and updating documented policies as applicable
- V. Application of corporate policies to lines of business
- VI. Assist with implementation of new systems and processes.
- VII. Ensure the coordination and integration of activities and analysis within and among business units as necessary.
- VIII. Prepare reconciliation of accounts and analyses, as well as preparation / review of working papers.
- IX. Keep up to date with changes / developments in accounting principles and guidelines.
- X. Perform research as required to support accounting principals
- XI. Participating and conducting due diligence activities in support of internal controls.
- XII. Assisting in responding to queries from external and internal auditors, and as necessary, the Public Utilities Board
- XIII. Provision of the necessary support to the Corporate Finance function, with respect to applicable internal and external reporting requirements.
- XIV. Prepare reports and presentations as required based on financial analysis performed
- XV. Foster open communications and team building across the business units, while promoting the role of the Electric Utilities group within the organization.
- XVI. Assist in the development of key processes and procedures for the Corporate Controllers Department, as well as assist in the development of suggested procedures for key activities across the divisions as needed
- XVII. Preparation, and maintenance of detailed documentation specific to the duties and functions of the role, in support of the 'cross training' concept for the functions performed.
- XVIII. Other duties as may be required.

**Job Specifications**

**Education:**

Undergraduate degree in Business Administration plus accounting designation (CA, CMA, or CGA) and/or Masters Degree in Business Administration

**Experience:**

At least 10 years of progressively responsible experience in financial analysis and/or accounting. Experience related to the Electric Utility industry is considered an asset for this position.

**Special Skills, Job Requirements, Working conditions, Etc.**

- Superior communications and interpersonal skills, an ability to interact efficiently and professionally with all levels of employees across the organization, along with an eagerness to establish and maintain positive working relationships.
- Appropriate working knowledge of GAAP / IFRS
- Ability to effectively lead a group in the realization of a given objective without the benefit of line authority
- Proficiency in use of computer applications.
- General knowledge of electric utility industry and regulatory environment
- Strong analytical skills, and as necessary, financial modeling skills
- Knowledge of corporate systems such as JDE, Showcase, Clarity as well as exceptional knowledge of MS Suite, especially Excel and Power point
- Ability to adapt to changing working environment
- Service-oriented, team player
- Ability to research, analyze and interpret information from a variety of sources and subject areas, with a particular emphasis on energy policy and accounting guidelines.

**Personnel Information**

**Salary Grade:** HAY 13

**Job Number:**

**Status:** Active

**CLASSIFICATION:** Cashier Clerk

**GENERAL DUTIES:**

Processes payments received from retail customers, both in-mail and electronic; opens, sorts and batches mail-in payments; inputs and uploads mail-in payments to UCIS using the NCR remittance processor and associated creditron application; inputs certain mail-in payments directly to UCIS; downloads electronic payments file from the bank and uploads electronic payments file to UCIS using scotiatalk application; investigates payment queries from customers and financial institutions; files and issues as appropriate all related documents and reports; prepares daily retail receipts and bank deposits; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of educational courses of at least nine (9) months which include office procedures and computer training in word processing and spreadsheet applications.

**Finance Support Analyst****Location Information**

**Company:** Finance  
**Division:** Finance & Controller  
**Department:** Financial Reporting  
**Section:**  
**Subsection:**  
**Location:** St. John's

**Organization Reporting**

**Direction Received:**  
Senior Business Analyst

**Direction Exercised:**

**Job Description****Summary of Job Function:**

The Finance Support Analyst reports to the Senior Business Analyst in the Controller's department and is responsible for assisting with the maintenance of Finance applications and providing a support role in the improvement initiatives associated with existing systems and processes. The Finance Support Analyst will provide various types of information as required to support requests from lines of business and will ensure that existing applications are functioning as required. Participation in the maintenance of existing applications and support of existing processes, such as Budgeting and Forecasting, is also required. Specifically, the Finance Support Analyst will be responsible for the Job Responsibilities outlined below.

**Principal Activities, Duties, and Responsibilities:**

- Assist with the implementation of system improvements to reduce cost and enhance efficiency and improve customer service;
- Assist with the implementation of new corporate finance and/or divisional finance systems;
- Analyses to ensure accuracy of financial applications;
- Prepares user system procedures and documentation;
- Provides data support for finance users as required;
- Participates in the resolution of system related issues – verification/testing;
- Support of existing applications and processes – including Budgeting/Forecasting and ongoing initiatives;
- Act as corporate JIB billing resource for oil and gas;
- Work Order set up for inter-company billing;
- Extract and analyze data from JDE and Clarity to meet demands in response to requests for information for various initiatives and lines of business;

- JDE Business Unit Security;
- GL Account set up;
- Timesheet error corrections;
- Category Code changes on Business units and accounts;
- May act as Finance representative for reorganizations / new company set ups;
- Clarity security administration, Template control and review;
- Other related duties as required.

### **Job Specifications**

#### **Education:**

An undergraduate degree in Business Administration or Commerce

#### **Experience:**

A minimum of 3 years experience in accounting/finance  
Experience in ERP and Performance Management/BI systems  
or combination of relevant education and experience

#### **Special Skills, Job Requirements, Working conditions, Etc.**

The Finance Support Analyst will demonstrate Exceptional communication, teamwork and interpersonal skills as well as be analytical in nature and be highly performance focused in setting and achieving valuable results.

### **Personnel Information**

#### **Salary Grade:**

#### **Job Number:**

#### **Status:**

Active

**Rates & Regulatory Analyst****Location Information**

**Company:** Newfoundland & Labrador Hydro  
**Division:** Finance  
**Department:** Finance & Controller  
**Section:** Rates & Financial Planning  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

General direction is normally provided by the Team Lead, Rates and Regulatory Affairs, although considerable discretion is allowed, as the incumbent is expected to use a high level of initiative and judgment in handling decisions without specific direction. On a project basis, the Rates Analyst may report to other levels in the corporation.

**Direction Exercised:**

The incumbent will be responsible for or assist in determining the scope, direction, nature and depth of research and analysis required for various projects as well as the preparation of work plans which address resource requirements and timely implementation or completion. The incumbent may be required to direct the activities of other corporate staff and/or outside consultants..

**Job Description****Summary of Job Function:**

This position will be responsible for or assist in carrying out the Department's business processes which include preparing cost of service studies, performing rate design, revenue billing and forecasting, load research, Rate Stabilization Plan calculation and rate hearing support. Many projects presented to the Rates Analyst lack precedence and require imagination within the bounds of a solid technical background in order to develop sound, timely and accurate recommendations. The incumbent must be flexible in his/her work approach to accommodate change in priorities resulting from the management of several projects simultaneously. Extensive overtime may be required to support key deliverables within the Department.

**Principal Activities, Duties, and Responsibilities:**

This position performs a key role in the development, enhancement and operation of integrated (automated) corporate Rates systems necessary to facilitate strategic use of extensive data in order to effectively complete cost of service studies, design customer rates, respond to numerous management, shareholder, or other parties' "what-if" scenarios and meet regulatory reporting requirements.

Job activities also involve the continual assessment of on-going business processes with a view to recommending improvements in such processes to better achieve corporate goals and objectives.

The Rates Analyst will be a member of a team of professionals, with responsibility for:

- preparing cost of service studies for filing with the regulator as well as understanding the underlying costing methodologies and remaining up-to-date on industry standards and trends
- preparing studies of electricity load and losses which are integral to the Department's costing studies including obtaining other utilities applicable data where necessary and performing in-house load research studies where

warranted

- analyzing, evaluating and testing varied rate designs to determine their effect on the Corporation
- monitoring and remaining abreast of changing rates and regulatory standards and trends in utilities across Canada and in other countries
- maintaining an extensive database of customer billing data and being familiar with its use as billing determinants in the design of rates filed with the regulator
- providing assistance in the preparation of evidence to be submitted before regulatory authorities and to assist Corporate witnesses during public hearings
- preparing responses to "requests for information" from intervenors or the regulator during rate proceedings
- working closely with expert external consultants in preparation of Public Utilities Board ordered studies or other evidentiary filings
- assessing the medium and long-term rate and financial implications of various feasibility, research or analytical studies including working closely with other departments and disciplines within the Group to co-ordinate the necessary inputs, ensure consistency and understanding of all relevant issues.
- assisting in the preparation of invoices for Hydro and CF(L)Co at the wholesale level, performing any necessary contract interpretation and remaining up-to-date on approved rates and rate structures
- developing revenue budgets and forecasts for Hydro and CF(L)Co
- coordinating monthly Rate Stabilization Plan calculations with other departments and as well as performing any necessary analysis, documentation and regulatory filing of any proposed changes to the rules governing the Rate Stabilization Plan
- maintaining a regulatory database of filings, hearing transcripts, and Public Utilities Board orders and reports and assisting other Hydro personnel in its use
- assisting in development and maintenance Rates and Financial Planning segment of the Corporate intranet
- responding to rates and regulatory surveys from other utilities or interested parties

overseeing the design, documentation, and implementation of various financial models, responding to numerous management, shareholder, or other parties' "what-if" scenarios and other ad hoc financial reporting, utilizing financial information from JDE systems and other databases.

## **Job Specifications**

### **Education:**

It is preferred the incumbent have a professional accounting designation (CA, CMA, CGA), P.Eng. or MBA.

### **Experience:**

A minimum of eight years work experience in a finance/analytical function. Experience in a public utility and/or regulatory environment would be considered a strong asset. Computerized modelling experience is highly desirable.

### **Special Skills, Job Requirements, Working conditions, Etc.**

Superior communication and interpersonal skills, which foster an ability to interact efficiently and professionally with all levels across the organization, Hydro customers, the Board of Commissioners of Public Utilities, registered intervenors, and other stakeholders in Hydro's rates and regulatory processes.

Excellent analytical and problem-solving ability.

Knowledge of electric utility operations and regulatory framework would be beneficial.

Thorough knowledge of transactional and other data recording and reporting applications is essential. Must also possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, Clarity, and maintenance programs.

**Personnel Information**

**Salary Grade:** HAY 11  
**Job Number:** 52005,52025,52026,52030,52035  
**Status:** Active

**Regulatory Coordinator****Location Information**

**Company:**  
**Division:** Finance  
**Department:** Finance & Controller  
**Section:**  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

Receives general direction from Corporate Controller and Team Lead Rates and Regulatory Affairs. At times also receives direction from Manager Investment Evaluation, Team Lead Investment Evaluation, and Legal Counsel as well as members of Executive Management. This position, however, is also expected to exercise a high level of personal initiative and judgment

**Direction Exercised:**

Assumes a lead role when significant regulatory filings occur, providing direction to administrative assistants and, at times, Rates and Regulatory personnel. While there are no positions reporting directly to the Coordinator, the Coordinator directs the work of administrative assistants on both a recurring and project by project basis.

The Regulatory Coordinator is responsible for receiving and sending PU Board information and will work collaboratively with other corporate personnel to ensure a high stakeholder satisfaction level with the timing and quality of regulatory filings.

**Job Description****Summary of Job Function:**

The overall function of the Regulatory Coordinator is to ensure high quality information is compiled and filed with the PU Board within deadlines set by the Board and that information received from the PU Board is appropriately distributed within the Regulated Company.

The Regulatory Coordinator maintains a regulatory calendar of required filings. Regulatory filings include General Rate Applications, Capital Budget Applications, Rate Stabilization Plan Rate Adjustments, quarterly, annual, and monthly regulatory reports, ad hoc filings including unbudgeted capital proposals, rural rate adjustments, service abandonment applications, numerous responses to requests for information and other miscellaneous filings.

The Regulatory Coordinator is responsible for ensuring that all monthly, quarterly, annual and other periodic PU Board filings are made within the required timelines set out by the Board. This involves advising personnel at all levels of the company, but primarily managers, legal counsel and regulatory staff, of approaching regulatory deadlines with adequate time for preparation and review of filings.

This position will apply specialized knowledge of PUB requirements to ensure that high standards of

thoroughness and quality are adhered to and will work with internal personnel, who are accountable, to coordinate. At times it is necessary for the Regulatory Coordinator to play a lead role on large filings which entail the provision of direction and coordination of efforts of other departments and divisions. In addition, all PU Board rulings, requests for information and other correspondence forwarded to Hydro are to be received by the Regulatory Coordinator and, in turn, this position will ensure that proper distribution and action occurs within the company.

The Regulatory Coordinator also provides, as time is available, administrative support and assistance to senior personnel, including the Corporate Controller; Manager Investment Evaluation; Team Lead Investment Evaluation; Team Lead Rates and Regulatory Affairs; Legal Counsel; and others as required. Given the nature of the functions of the senior personnel supported, and the involvement of highly sensitive documents, high standards of confidentiality / judgment are required. This function is secondary to the Regulatory duties outlined above.

**Principal Activities, Duties, and Responsibilities:**

Ensures all regulatory filing deadlines are met by the appropriate personnel.

- Receives and delivers to the appropriate parties incoming PUB-related requests/documentation. Based on same, coordinates, including ensuring all appropriate corporate personnel are advised and reminded of, the regulatory filing schedule, including maintaining regulatory database of required filings and tracks requirements to ensure subsequent filing of required documentation by specified regulatory deadlines.
- Coordinates, by ensuring documents to be filed are prepared, reviewed and edited/formatted for compliance with Corporate, as well, as PUB document standards, ensuring internal, and deadlines are met, and the appropriate quality of filings are met, the following regulatory filings:
  - General Rate Application;
  - Application, Affidavits, Pre-filed Evidence, Cost of Service Studies, Requests for Information, responses to Requests for Information, Undertakings, Transcripts, procedural and other Orders.
  - Capital Budget Application;
  - Application, Affidavits, Pre-filed Evidence, Proposal Reports, Requests for Information, responses to Requests for Information, Transcripts, procedural and other Orders.
  - Other major applications;
  - documentation as above (e.g. Hydro's proposed changes to Industrial Customers' Rate Stabilization Plan and Nalcor's Water Management Agreement Application);
  - PU Board ordered reports and applications;
  - Monthly, quarterly and annual PU Board filings which are mandated as part of the Board's oversight of Hydro; and
  - Ad hoc and miscellaneous filings (see footnote on page 1).
- This also involves directing administrative and other support personnel throughout the company, depending upon the nature of the filing, and application of specialized knowledge pertaining to PUB requirements.
- To facilitate major regulatory filings the Regulatory Coordinator will, as necessary, play a lead role and provide work direction to Administrative Assistants.
- Develops templates for Request for Information responses and other standard regulatory documents and subsequently ensures quality control of filings; types reports, letters, etc. on behalf of Legal Dept. for both internal and external purposes; proofreads drafts of Applications, and composes letters, memos and other correspondence for Rates and Regulatory Affairs.
- Liaises, at times, with outside organizations including: Public Utilities Board, Newfoundland Power, Industrial Customers' legal representatives, and the Consumer Advocate.
- Creates and maintains Adobe electronic filing of Public Utilities Board (PUB)-related documents. This

- includes directing the maintenance and upkeep of a searchable database of filings of both the company and Newfoundland Power, including all filings by related intervenors, for internal use
- Ensures adherence to Standard Filing Index for Rates and Regulatory Affairs of both active and inactive correspondence; forwarding inactive files to Records Centre for long-term storage. Maintains electronic filing system (TRIM) for Investment Evaluation files.

Directs, or performs when required, administrative duties including:

- Making travel arrangements, completing travel authorization forms, travel claims, registering employees for business conferences and courses, etc.
- Preparation of correspondence, letters, reports, minutes, memos, labels, agendas, action lists etc. Coordinates the compilation of Finance Division's monthly summary activity for the Vice-President's report which is subsequently submitted to the Leadership Team.
- Uses judgment with extremely sensitive issues. In the absence of the appropriate individual, directs urgent matters requiring immediate attention to the appropriate designate, with follow-up. This primarily relates to time-sensitive regulatory matters in the absence of the appropriate Legal counsel. Works independently and takes initiative.
- Actively involved in the Safety and Health Program by assisting the manager with divisional safety and health meetings to ensure all policy requirements are met. Coordinates with internal and external speakers; researches safety and health topics; records minutes; and assists other administrative staff as needed.
- Administers or carries out various Department purchases (Signing authority \$1,000)
- Processes incoming and outgoing mail for Corporate Controller, Rates and Regulatory Affairs, and Investment Evaluation departments.
- Performs receptionist role for Rates and Regulatory Affairs, and Investment Evaluation accompanying external parties from lobby to meeting rooms/offices; redirects calls to the appropriate employee or department; arranging conference calls, etc.
- Schedules meetings, arranges for resources such as projectors, video conference equipment food and beverages. Researches Internet; enters time sheets for Corporate Controller, Investment Evaluation managers; photocopying, scanning and faxing. Shreds confidential documentation.
- Maintains stock of office supplies on hand, including copier paper for printers in the Controller's Dept.; maintains proper working order of multi-function printers in Controller's Dept. area, by timely reporting and following up on malfunctioning machines to Helpdesk.
- Promotes and participates in the Corporation's Safety and Health Program through activities such as regular Safety and Health Meetings, Incident/Accident investigations and Emergency Preparedness.
- Be aware of Nalcor Energy's environmental policy and guiding principles, and corporate objectives, targets and programs

## **Job Specifications**

### **Education:**

Graduate from a recognized business administration program, or secretarial science program supplemented by significant experience in a lead role directing and coordinating cross-functional initiatives

### **Experience:**

A minimum of five years experience as a senior administrative assistant or at an executive secretary level.

### **Special Skills, Job Requirements, Working conditions, Etc.**

This position has access to a broad range of confidential corporate information, and as a result, has the

responsibility to use a high level of judgment and discretion in the performance of job duties.

Have excellent working knowledge of current software applications such as:

- Extensive use of word processing requiring the knowledge to use special features of Microsoft Word for the completion of documents and reports, such as tables requiring calculation, merges, macros, document comparisons, formatting functions, etc.
- Extensive use of Lotus Notes - monitoring and forwarding emails to appropriate employees; maintaining electronic calendar; attaching documents; linking documents, operating and maintaining databases, etc.
- Extensive use of Adobe Acrobat – conversion of documents; completing document summaries; indexing documents; maintaining Adobe system to enable document searching of all regulatory-related applications and reports.
- Familiarity with Excel applications; Windows XP for use of file manager feature to copy and transfer files; and Bulletproof software to enable posting of documents to a stranded website for downloading by selected external parties.
- Ability to coordinate complex and critical tasks in an effective and timely manner, often with short notice and tight timeframes. Ability to properly prioritize work assignments, and able to coordinate and direct others to complete process of major regulatory filings in a proficient and timely manner. Work independently and take initiative. Ability to quickly adapt to changing and/or conflicting priorities.
- Good interpersonal and communication (both oral and written) skills and ability to interact effectively with others enhancing productivity and efficiency with work assignments.
- Able to work overtime on short notice for extended periods of time to enable timely filings of documentation to the Public Utilities Board and other external parties.
- Because of the high profile nature of the corporate information output from this position the Regulatory Coordinator must work in an efficient, yet very thorough, manner, often under tight timelines.

### **Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active

CLASSIFICATION: Taxation Specialist

GENERAL DUTIES:

Interpret, apply and ensure compliance with various International, Federal, Provincial and Municipal tax laws; research, follow-up and resolve tax matters affecting the Hydro Group and, where necessary, make representation to appropriate authorities on such matters; Co-ordination of all tax audit requests by external authorities and respond to any audit queries or personnel on new and existing tax laws; Prepares various corporate income tax and commodity tax returns; ensures proper recording and payment of all tax liabilities including preparation of relation journal entries; maintains sectional operation procedures; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

REQUIRED QUALIFICATIONS:

Completion of a Bachelor of Commerce undergraduate degree from a recognized university. Commerce degree must include completion of at least two taxation courses covering such areas as Canadian personal and corporate income tax and commodity and excise tax. At least 3 years experience in a progressive tax environment is required.

Completion of CICA In-depth GST course and CICA In-depth income tax course would be an asset.

**Team Lead, Capital Asset Accounting****Location Information**

**Company:** Newfoundland & Labrador Hydro  
**Division:** Finance  
**Department:** Finance & Controller  
**Section:** Capital Asset Accounting  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

Receives general direction from the Manager Finance and Controller, on matters of policy and procedure with occasional meetings plus a monthly review of various reports. Employee is expected to exercise a significant level of personal initiative and judgment in carrying out day-to-day responsibilities.

**Direction Exercised:**

Provides direct supervision over the 3 Accountants and 2 Accounting Clerk III staff.

**Job Description****Summary of Job Function:**

Manages the capital reporting and budgeting and capital asset accounting and allocation for the Group. Coordinates the preparation of the Capital Budget and Five Year Capital Plans. Monitors the capitalized portion of operating and maintenance expenditures with actual allocations to capital work orders. Responsible for maintenance of Hydro and CF(L)Co's capital asset records, depreciation budgets and forecasts, and accuracy of data transferred to the Capital Asset Projection Model (CAPM). Develops and updates accounting and administrative policies and procedures as they pertain to the capital reporting and budgeting function. Provides assistance in reviewing, planning and implementing computerized financial systems.

**Principal Activities, Duties, and Responsibilities:**

1. Coordinates the activities associated with the preparation of the annual and five year capital budgets and recommend changes in procedure where deemed necessary.
2. Provides direction to staff in the administration of the Capital Reporting and Budgeting function in matters such as overhead rates, capital budget issues, Capital asset accounting issues and overall efficiency and effectiveness in capital projects reporting.
3. Production of numerous reports relating to Hydro's capital asset base, including:
  - a. Directly supervises the preparation of the Annual and 5 Year Capital Budgets for Hydro, CF(L)Co, and TWINCo for presentation to Management Committee. Participates with Director/Manager and Management Committee at various levels of approval.

- b. The reporting of all capital activity including the monitoring approval of Job Cost and issuing of Job Cost Order numbers along with providing assistance when documentation is prepared. Activity also includes production and distribution of reports.
- c. Compiles the Annual Hydro Budget in a format suitable for submission to the Public Utilities Board (PUB), and responds to related questions. Participates in senior level discussions of same and attends related PUB hearings.
- d. Compiles the Actual versus Budget and the Year-End Carry Over Report in a format for submission to PUB and responds to related questions.
- e. Supervise the preparation of various statistical reports for both external and internal use.
- f. Monthly/quarterly reports for Job Costing (Hydro) and Cost Centre (CF(L)Co).

4. Administers and controls operating budgets for area of responsibility.

5. Ensures that adequate cash flow information is obtained on all Capital activity (Budget Proposal and Job Costs) and prepares, for Treasury Department, schedules for interest calculation. The same information is provided to Financial Planning for long-range planning purposes.

6. Provide assistance to Project managers for the review of capital reports and ensure information is accurate and up-to-date.

7. Provide assistance to Project Managers in preparing capital budgets and capital budget proposals and ensure that the relevant policies are followed.

8. Reviews all capital proposals submitted with the Five-Year plan for capital versus maintenance issues.

9. Reviews the analysis of capital job costs as prepared by the Project/Asset Mgr., reflecting units of property breakdown and associated dollar value (for input into the Capital Asset sub-ledger).

10. Accounts for all Capital asset additions, transfers and retirements and ensure that the depreciation models are updated.

11. Supervises the preparation of monthly depreciation and amortization expense entries.

12. Periodically conducts an integrity review of the "All Assets Data Management Process". Signs off the integrity review with Rates Department to ensure accurate data is loaded to the Capital Asset Projection Model.

13. Carry out periodic physical checks of assets in-service and follow-up on any noted discrepancies through consultation with asset managers.

14. Prepare working papers on capital assets (quarterly and annually) in preparation for annual audit. On request, provide the necessary input or response to internal, external, and PUB audit reports.
15. Participates (with Rates Department) in the cross-check of the JDE/Relational Data Warehouse/All assets balance reports to ensure that they are balanced by Company, System, Class, Function and Customer.
16. The provision of capital asset information on an as-required basis to various bodies, (eg, CEA, Stats Canada and other utilities) upon request.
17. The provision of input in capital asset accounting theory matters such as units of property versus components of units, assets service life and methods of depreciation.
18. Maintains contact with counterparts in other Canadian utilities to keep abreast of capital assets related to changes and issues within the industry.
19. Promote and encourage adherence to various manuals pertaining to Capital Assets and Capital Reporting (eg Plant Ledger Manual, Corporate P&P, System Operating/Diesel Plant/Distribution Operating Diagram Manuals), and related forms, providing the necessary explanations and/or interpretation when requested and/or deemed necessary.
20. Provides variance explanations as required on depreciation and amortization expenses based on actuals vs. budget vs. forecasts.
21. Administers the office workers collective agreement as it applies to the Capital Reporting/Capital Asset section of the Financial Department.
22. Monitors Asset Record Management Process for possible improvements in efficiency and effectiveness.
23. Preparation of budgeted/forecast depreciation/gain or loss based on information contained in Five-Year Capital Plan and annual Capital Budget.
24. Administration of CF(L)Co. capital assets system, and related group depreciation methodology.
25. Coordinates the input of new capital proposals into the Capital Asset Projection Model with accurate allocations, transfers and retirements data
26. Prepares the Operating Budget requirements of his/her section.
27. Keeps the Manager Finance and Controller informed of all significant activity through oral and written reports.
28. Manages the receipt of cash and invoicing for all work which is covered under the Contributions in Aid policy. Check and monitor calculation of Contributions in Aid of Construction.

29. Formulate and update as required operating procedures and policies pertaining to the responsibilities of the section. Certain of these policies will have corporate-wide implications.
30. Manages the calculation of the Capitalized Expense portion of the Annual Operating Budget plus the monitoring of this expense throughout the year in order to provide variance explanations and/or adjustments to the rates.
31. Prepares supporting documentation on Capital for evidence in a PUB Rate Hearing.
32. Manages the costing of internal vehicles to capital for distribution upgrading and service extensions.
33. Handles all financial aspects of the Pole Attachment agreement. It includes invoicing to NewTel and the cable companies and the preparation of Annual Pole Sales utilizing the Joint Use Pole Tracking system. A Committee member of the Joint Use Agreement and attend meetings with NewTel officials.
34. General administrative activities such as recommendations on numbers of staff, filling of vacant positions, overtime requirements, disciplinary action, and performance appraisals.
35. Formulates and manages sectional objectives consistent with Corporate Strategic Plan.
36. Periodic review of capital projects' costs and follow-up on related forecast changes and variance explanations.
37. Ensures all assigned projects and work activities are evaluated from a safety and health perspective. Promotes and participates in the Corporation's Safety and Health Program through activities such as regular Safety and Health Meetings, Incident/Accident investigations and Emergency Preparedness.

### **Job Specifications**

#### **Education:**

Graduation from a recognized university with a Bachelors Degree in business or commerce. A professional accounting designation would be an asset.

#### **Experience:**

A minimum of 10 years progressive responsible experience in an accounting and capital report environment with at least five (5) years supervisory experience.

#### **Special Skills, Job Requirements, Working conditions, Etc.**

Must possess well developed skills in oral and written communications. Thorough knowledge of capital asset accounting principles and procedures.

Familiarity with large EDP applications is essential.

Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, computerized inventory, and maintenance programs.

**Personnel Information**

<b>Salary Grade:</b>	HAY 13
<b>Job Number:</b>	445-50
<b>Status:</b>	Active

**Team Lead, General Accounting****Location Information**

**Company:** Newfoundland & Labrador Hydro  
**Division:** Finance  
**Department:** Finance & Controller  
**Section:** General Accounting  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

Receives general direction from the Manager Finance and Controller, on matters of policy and procedure with occasional meetings plus a monthly review of various reports.

Employee is expected to exercise a significant level of personal initiative and judgment in carrying out day-to-day responsibilities.

**Direction Exercised:**

Gives direct supervision to 3 Accounting Clerk III's and the Accounts Payable Officer.

Responsible for total staff complement of 9 people.

**Job Description****Summary of Job Function:**

Plans, supervises and directs all aspects of the Section to ensure that all general accounting activities for the Hydro Group are completed in accordance with prescribed policies and procedures. The incumbent would be required to review, analyze and make procedural and/or policy recommendations concerning the effectiveness of Hydro's accounting processes. Responsible for maintaining the General Ledger system, the Administration of the Employee Personal Computer Purchase Plan, the Miscellaneous Receivable sub ledger, the inventory systems at Site, the fuel systems, Contributions-in-aid, billing and overhead rates, disbursements, and inter-company charges for the Group.

Facilitate data extraction and reporting.

**Principal Activities, Duties, and Responsibilities:**

1. Continual examination of Hydro's accounting processes for effectiveness, and the development of related procedural and/or policy recommendations that ensure data integrity.
2. Responsible for the preparation of all inter-company allocations (i.e. Cost Recovery Agreements) based upon information provided in the operating budgets and the subsequent review with Executive Management of Hydro and CF(L)Co.
3. Prepares monthly Rate Stabilization Plan schedules which form the basis for rate adjustments to Hydro's major customers
4. Assists IS in the implementation of new releases of financial systems, including software testing and certification of software performance before release into production.

5. Assists in the preparation of the Finance Department budget.
6. General administrative activities such as recommendations on number of staff, filling of vacant positions, union contract interpretation, overtime required, disciplinary action with staff and performance management.
7. Maintains up-to-date knowledge of corporate policies and procedures and ensures that they are adhered to by all staff members.
8. Ensures all assigned projects and work activities are evaluated from a safety and health perspective. Promotes and participates in the Corporation's Safety and Health Program through activities such as regular Safety and Health Meetings, Incident/Accident investigations, and Emergency Preparedness.
9. Advises the Manager Finance and Controller of any accounting or reporting problems that could have an impact on rate hearings or bond issues.
10. Responsible for supervising all activities related to disbursements of funds within the Hydro Group of Companies, in accordance with terms of purchase orders, long-term partnering agreements and Corporate Policies and Procedures. Includes periodic liaison with all levels of Management on issues relative to:
  - a) Procurement of goods and services;
  - b) Travel;
  - c) Signing Authorities;
  - d) Contract payments, payment due dates, hold backs;
  - e) Relocation expenses and living allowances; and,
  - f) Purchasing Card transactions.
11. Formulates and manages sectional objectives consistent with Corporate Strategic Plan.
12. Approves all journal vouchers for this section.
13. Derivation of new accounting policies and procedures designed to properly account for new business developments involving Hydro funds.
14. Manages monthly work schedule pertaining to working papers, reconciliations and general ledger entries designed to ensure the integrity of the financial records.
15. Conducts annual review of Corporate, Departmental and Fringe Overhead rates applicable to capital projects, inter-company and third party billings. Conducts periodic review of associated methodology for adherence to best practices and recommends change as deemed appropriate.
16. Answers questions and queries on the TWIN power contract.
17. Ensures that sub-ledgers are properly maintained and reconciled on a timely basis.

18. Provides assistance to external auditors in the performance of their annual audits.
19. Prepares monthly power billing for the Twin Falls Power Company and the CFLCo horsepower tax invoice in accordance with the power contracts and rates approved by the Board of Directors.
20. Maintain the Sectional Procedure Manual in an up-to-date manner.
21. Supervises the calculation of fuel prices and reconciliations of the various accounts related to Bunker "C", Diesel Fuel, Gas Turbine Fuels, Lube Oils and Fuel Additives.
22. Manages the Miscellaneous Receivables Sub ledgers including billing, preparation of journal entries, coding of payments, maintenance of accounts and running reports.
23. Supervises the preparation of estimates for Contribution in Aid payment schedules relating to cabin lot developments including billing and recording.
24. Calculation of Bond Amortization Provision per Article 1 of the Deed of Trust and Mortgage dated May 15, 1969.
25. Prepares annual report to the Board of Directors regarding the status of liabilities to government departments.
26. Provides accounting assistance to departments as required.
27. Co-ordinates use of personal computers and other benefits of office automation within the Finance Department.
28. Ensures that special reports for hospital services, insurance claims, etc., are prepared on a timely basis.
29. Perform and report on the results of various annual analyses such as Department Store and Grocery Store Inventory, Aircraft Rental Rates, Staff House Rates, etc.
30. Administers the Corporate Employee Personal Computer Purchase program providing advice and assistance to employees and performing all accounting functions associated with the program.
31. Prepares the calculation of the annual WCC Assessment for the Corporate Group.
32. Prepares report to IOCC on 3rd, 4th, and 5th expansion.
33. Prepares annual schedule of TWIN maintenance costs for comparison to the 5 year average.

34. Assist in the response to questions and queries on the Monthly Operating Reports.
35. Prepares the monthly schedules, calculations and journalizes:
  - a. Income calculation relating to tax entry for Twin Falls Power Corporation Limited
  - b. Calculation of Newfoundland Rental for CF(L)Co.
  - c. Schedule for Distributable Income for CF(L)Co for Dividend payment.

### **Job Specifications**

#### **Education:**

Graduation from a recognized university with a Bachelors Degree coupled with a professional accounting designation

#### **Experience:**

A minimum of 10 years progressive responsible experience in an accounting environment with at least five (5) years supervisory experience. Should have considerable experience in development and maintenance of computerized systems.

#### **Special Skills, Job Requirements, Working conditions, Etc.**

1. An analytical ability to be able to interpret various aspects of detailed agreements and discuss interpretation with Senior Management.
2. Must possess well developed skills in oral and written communication.
3. Knowledge of mainframe applications and personal computer applications is essential.
4. Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These would include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, computerized inventory, and maintenance programs.
5. Familiarity and experience with process improvement concepts, tools and techniques.

### **Personnel Information**

**Salary Grade:**

HAY 13

**Job Number:**

444-01

**Status:**

Active

## Team Lead - Rates and Regulatory

## **Location Information**

**Company:** Finance  
**Division:** Finance & Controller  
**Department:** Finance  
**Section:** Finance  
**Subsection:** Finance  
**Location:** St. John's

## Organization Reporting

**Direction Received:**

Receives general direction from the Corporate Controller, however considerable discretion is given in carrying out the responsibilities of the position. Periodically, the Team Lead - Rates and Regulatory may participate in special projects or committees where direction is provided by other senior leadership.

### **Direction Exercised:**

The Team Lead manages a highly technical and professional staff of rates analysts as well as various *technical staff*. In addition, the Team Lead - Rates and Regulatory schedules and coordinates the work of various other departments to meet rate hearing and long-term financial planning requirements.

## **Job Description**

**Summary of Job Function:**

**Job function may be summarized as follows:**

Responsible for the development, enhancement and operation of integrated (automated) corporate Rates systems for the Hydro Group necessary to provide an efficient and effective link in strategic use of extensive data in order to effectively complete cost of service studies, design customer rates, respond to numerous management, shareholder, or other parties' "what if" scenarios and meet regulatory reporting requirements.

Assist in the preparation of Hydro's witnesses before the Board of Commissioners of Public Utilities.

Serves on numerous committees, including the Rate Hearing Committee, Energy Conservation Advisory Committee, Facilities Joint Use Oversight Committee, and Capital Budget Review Committee, with responsibility for any required rates, regulatory matters and cost of service expert witnesses.

Continually assess on-going business processes to reflect the changing operating environment with a view to recommending improvements in business processes, including the regulatory process, to better achieve corporate goals and objectives.

Supervise the resources of the Department in the most effective manner possible to achieve the Corporation's objectives.

Recommend and justify costing and rate design policies for Hydro.

Maintain a contemporary knowledge of the rate and regulatory environment in North America.

Develop and maintain good customer relations.

Promote a good corporate image and reputation.

**Principal Activities, Duties, and Responsibilities:**

**Rates and Cost of Service Studies**

1. Develop and recommend costing and rate design policies after having performed or directed the necessary costing, rate design and rate structure analysis for Hydro's industrial and Rural customers and Newfoundland Power.
2. Prepare cost of service studies for filing with the regulator as well as understanding the underlying costing methodologies and remaining up-to-date on industry standards and trends.
3. Prepare annually a recommendation of rates and rules for Hydro's industrial and Rural customers and Newfoundland Power and file any necessary changes with the PUB.
4. Take a lead role or provide input to contracts negotiations for sale of power and energy to customers.
5. Prepare load losses studies which are integral to the Department's costing studies including obtaining other utilities applicable data where necessary and performing in-house load research studies where warranted.
6. Ensure that monthly billings to Hydro Quebec, Hydro's industrial customers and Newfoundland Power are prepared on a timely basis, within existing contractual provisions and on-going liaison is maintained with Hydro's Customer Services Department and with existing customers.
7. Provide rate, revenue and rate stabilization plan information for Hydro's budgetary process.
8. Lead, or at times assist in leading, negotiations and settlement discussions with customers, potential customers, the Board of Commissioners of Public Utilities, the Consumer Advocate, other registered interveners, expert external consultants and other interested parties, in leading up to or resulting from, General Rate Application filings or PUB ordered studies or other evidentiary filings.
9. Respond to rates and regulatory surveys from other utilities or interested parties.
10. Develop revenue budgets and forecasts for Hydro and CF(L)Co.
11. Coordinate monthly Rate Stabilization Plan calculations with other departments and as well prepare necessary analysis, documentation and regulatory filing of any proposed changes to the rules governing the Rate Stabilization Plan.
12. Maintain a regulatory database of filings, hearing transcripts, and PUB orders and reports.
13. Maintain a regulatory database of data commonly required to be filed at General Rate Applications.
14. Maintain a regulatory database of established filing dates to ensure regulatory filings are on time.
15. Coordinate all regulatory filings, including but not limited to:
  - a. General Rate Applications
  - b. RSP Rate change Applications

- c. Rural Rate change Applications
- d. Capital Budget Applications
- e. Quarterly and annual regulatory reporting

16. Maintain a database of requests for information related to Hydro's filings to ensure responses are obtained, approved, and filed in a timely manner.

17. Prepare annual municipal tax revenue filings.

18. Prepare regulatory reports and filings on an ad hoc basis.

#### **Managerial**

19. Provide leadership within the corporation including motivation of Rates and Regulatory and other staff and ensure accountability.

20. Assist in the establishment of corporate objectives and set department objectives and measure and control progression toward these goals including the development of work schedules and establishment of priorities.

21. Interview, select, train, manage and conduct performance appraisals of staff.

22. Ensure adherence to covenants contained in financing documents, various contractual agreements including CF(L)Co Shareholder's Agreement, TWINCo expansion agreements, government legislation, PUB rulings and various power contracts.

23. Ensures all assigned projects and work activities are evaluated from a safety and health perspective.

24. Promote and participate in the Corporation's Safety and Health Program through activities such as regular Safety and Health Meetings, Incident/Accident investigations and Emergency Preparedness.

25. Be aware of the Hydro Group's environmental policy and guiding principles, and corporate objectives, targets and programs.

26. Be familiar with the role of the department and its employees in the management of environmental issues and support their activities as required.

27. Be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures.

#### **Job Specifications**

##### **Education:**

Professional Accounting or Engineering Designation (C.A., C.G.A., C.M.A., P.Eng.).

##### **Experience:**

A minimum of eight years experience with a strong background in finance and the rates and regulatory environment.

##### **Special Skills, Job Requirements, Working conditions, Etc.**

Good oral communication skills and an ability to write comprehensive reports. Strong interpersonal skills in order that a close working relationship exists with other departments, the shareholder, large customers and potential new large customers, the Board of Commissioners of Public Utilities and registered interveners, and other parties interested in Hydro's rates and regulations.

An excellent analytical and problem-solving ability.

Knowledge of electric utility operations and regulatory framework is essential.

Thorough knowledge of software applications is essential.

Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include, but are not limited to, the Microsoft suite of applications, JD Edwards and Showcase Strategy.

### **Personnel Information**

<b>Salary Grade:</b>	HAY 14
<b>Job Number:</b>	52035
<b>Status:</b>	Active

**Treasury Assistant****Location Information**

**Company:**  
**Division:** Finance  
**Department:** Corporate Treasury  
**Section:** Treasury  
**Subsection:**  
**Location:** St. John's

**Organization Reporting****Direction Received:**

Receives general direction from the Team Lead Cash Management. Employee is expected to exercise initiative and judgement in carrying out assignment tasks.

**Direction Exercised:**

Prioritizes work activities and makes judgement decisions avoiding conflicts with assignments ensuring the completion of assigned tasks in a timely and efficient manner. Occasionally provides directions to the Treasury Clerk and Cashier Clerk.

**Job Description****Summary of Job Function:**

Continually reviews all bank accounts of Nalcor Energy and its subsidiaries to ensure all entries are accurate and properly recorded. Completes all required daily financing transactions with financial institutions an accurately inputs details of each transaction to the Treasury Manager application. Responsible for transmission of daily EFT files and accompanying e-mail remittance advice's to suppliers. Maintains all sinking funds records and reconciles all Treasury-related GL accounts on a monthly basis.

**Principal Activities, Duties, and Responsibilities:**

Monitors all day-to-day banking activities. Initiates transfers between corporate bank accounts as required by using ScotiaConnect application including payroll transfers for Nalcor Energy, Newfoundland and Labrador Hydro, Nalcor Energy - Churchill Falls, and Nalcor Energy - Oil and Gas. Reviews transactions processed through bank accounts for accuracy, and ensures transactions are properly recorded on the daily Cash Position Report.

- Completes short-term borrowings and investments with financial institutions for Nalcor Energy, Newfoundland and Labrador Hydro, Nalcor Energy - Churchill Falls, Nalcor Energy - Oil and Gas, Twin Falls Power Corporation and Gull Island Power Corporation, under the direction of the Team Lead Cash Management and advises the Paying Agent of transaction details. Maintains detailed records of all securities owned by all companies and accrues interest, brokerage and bank cheques on a monthly basis.
- Uses specialized bank applications to process Pre-Authorized rural electricity payments, creates Wire Payments in both Canadian and Foreign currency for Newfoundland and Labrador Hydro, and Nalcor Energy - Churchill Falls and processes all Electronic Funds Transfers for Nalcor Energy, Newfoundland and Labrador Hydro, Nalcor Energy - Churchill Falls, and Nalcor Energy - Oil and Gas.
- Uses and maintains the Treasury Manager (TMS) application to capture transactions for Short-term Debt, Short-term Investments and Long-term Debt. Generates all related regular monthly entries from TMS and JDE. Long-term Debt tickets in TMS are revised semi-annually to reflect interest payments.
- Processes all Newfoundland and Labrador Hydro Sinking Fund transactions and Nalcor Energy - Churchill

Falls Reserve Fund transactions including purchases, sales, and monthly accruals. Maintains all related records such as amortization schedules, transaction tickets, and inventory of all securities with custodians. Prepares Market to Market Report for Sinking Fund holdings on a monthly basis and prepares financial statements on a quarterly basis for Newfoundland and Labrador Hydro Sinking Fund.

- Assists in purchase and sale of foreign currency and prepares transaction summary. Requests cheques for Bunker C payments and advises Supply Chain Management of the details of the foreign exchange transaction.
- Reviews and verifies daily accounts receivable and/or journal entries prepared by the Treasury Clerk. Also, approves all batches for retail payments created by the Treasury Clerk.
- Maintains custody of petty cash (\$500.00 float) and has access to Treasury safe. Receives payments and issues receipts to employees for various miscellaneous items. Receives cheques from the mail room, as listed on Registers for Remittance, and distributes as required.
- Monitors accounts for major customers for punctual payments. Prepares a weekly outstanding power billing report for Team Lead Cash Management and Rates Department. Also, calculates interest of past due power billings at each month-end.
- Analyzes and reconciles all G/L accounts under the control of the Treasury Department. Also, reconciles the payroll bank account for Newfoundland and Labrador and Nalcor Energy - Churchill Falls, Newfoundland and Labrador Hydro Sinking Fund Account, Newfoundland and Labrador Hydro US Bank Account, Nalcor Energy - Churchill Falls Sundry Account and Newfoundland and Labrador Hydro Sundry Account.
- Prepares cheques requests for Newfoundland and Labrador Hydro, Nalcor Energy - Churchill Falls and Twin Falls Power Corporation dividend cheques.
- Contacts the Bank's Business Support Center for various adjustments to bank accounts re: encoding errors, requests supporting documentation, and posting errors or omissions.
- Prepares and submits monthly a short-term paper report to Bank of Canada, and a Guaranteed Debt Report and a report of Promissory Notes Outstanding to Department of Finance.
- Assists external auditors in gathering information on actual bank accounts as well as G/L accounts. This includes updating the contents of Safety Deposit Box and security holdings with CDS for all companies.
- Assists the Team Lead Cash Management in updating Treasury Policy & Procedure Manual. Also, assumes certain responsibilities of the Team Lead Cash Management in their absence.

## **Job Specifications**

### **Education:**

A minimum education level of a University Degree or a 3 year College Diploma from a recognized educational institution preferably in Business or Commerce, with a Major in Finance.

### **Experience:**

A minimum of 5 years experience in Treasury and Cash Management functions, including implementation and maintenance of effective treasury and cash management processes. Demonstrated proficiency in the use of Treasury Management Systems, investing and borrowing of short -term funds, and execution of foreign exchange transactions, normally acquired through exposure to money market and FX transactions with major Canadian banks and investment dealers.

### **Special Skills, Job Requirements, Working conditions, Etc.**

#### **Technical Skills**

- Excellent interpersonal skills and an ability to work well in a team environment.
- Excellent time management skills with the ability to balance competing priorities.
- and effectively manage multiple objectives.

- Strong written and verbal communication skills.
- High degree of self-motivation and initiate.
- Good general accounting knowledge and reconciliation skills.
- Thorough knowledge of Microsoft Word, Excel, banking, cash management and treasury systems.

**Personnel Information**

**Salary Grade:**

**Job Number:**

**Status:**

Active

**CLASSIFICATION:** Treasury Clerk

**GENERAL DUTIES:**

Processes accounts payable cheques daily including job execution, printing, sealing and distribution; updates cashbook and cash position report daily; processes journal and receipt entries related to daily banking activities; prepares daily bank deposits for non-retail receipts; files all cashed cheques and other correspondence; assists in all facets of the cashier clerk position; all other duties related to or associated with this classification.

Responsible for personal safety and that of co-workers by observing and promoting the Corporation's Safety and Health Program. Responsible for any environmental aspects of the job and performing work in an environmentally responsible manner.

**REQUIRED QUALIFICATIONS:**

High school graduation supplemented by the successful completion of educational courses of at least nine (9) months which include office procedures and computer training in word processing and spreadsheet applications.