



Nova Scotia Utility and Review Board
Accounting Clerk (Halifax – 1 full-time permanent position)
Competition #UARB 06-24

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

The Nova Scotia Utility and Review Board (NSUARB) is an independent quasi-judicial tribunal with broad regulatory responsibilities and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).

We are looking for an experienced Accounting Clerk to join our finance team. This position reports to the Controller and offers a challenging opportunity for an individual who has an eye for detail, strong service focus, and is a team player who can contribute to the overall success of the Board's financial goals and objectives.

Upon proclamation of the *Energy and Regulatory Boards Act*, the NSUARB will be continued as the Energy and Regulatory Boards Tribunal and two new boards, the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board will be established. This position will transition to be responsible for and support one or both boards.

Duties:

This position is responsible for completing day to day accounting and procurement transactions. Key duties include verification, entry and reconciliation of accounts payable, accounts receivable and general ledger entries and supporting the administration of all financial aspects of the board's operations.

This may be the right opportunity for you if you have the following skills and experience:

- Graduate of a two (2) year post-secondary Accounting/Finance program (community college or university).
- Minimum of 3 years of related work experience.
- In-depth understanding and knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- You are solution based, proactive and demonstrate a can-do attitude.
- You work well independently and as a team member.
- You can manage multiple projects with competing deadlines.
- Exceptional technical skills, particularly with Microsoft Office (Excel) and accounting software packages.
- Strong written and oral communications.

Assets:

- Payroll experience.
- Written and oral fluency in French is an asset but not required.

Other:

- May be required to work extended hours.

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$2,081.28 - \$2,601.60 bi-weekly (depending on qualifications and experience).
In addition, the Board offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is 4:30 pm, September 20th, 2024. Applications received after the closing date will not be considered.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Nova Scotia Utility and Review Board encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission des services publics et de révision encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applicants replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as:
Accounting Clerk UARB 06-24

For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Darlene Durant Human Resources Officer
Nova Scotia Utility and Review Board
1601 Lower Water Street
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

We thank all applicants for their interest however, only those selected for an interview will be contacted.