



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

EMPLOYMENT OPPORTUNITY

Finance, Human Resource and Regulatory Clerk

External Competition

Permanent, Full Time Excluded Position

Salary:

Level 16, Excluded (\$32.74 – \$40.95 per hour)

CLOSING DATE – March 14, 2025

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

Please submit resumes and letters of application to
Charity Hogan, Chief Operating Officer
chogan@irac.pe.ca



Job Title: Administrator - Finance, Human Resource and Regulatory	Classification: Level 16, Excluded Salary Range: \$32.74 – \$40.95 per hour
Reports To: Executive Committee	Bilingual: N/A

Purpose of the Position

This position provides a wide range of administrative, financial, and human resource services to the Island Regulatory and Appeals Commission, as well as assistance on all regulatory matters. This position has responsibility for accounting and analytical functions including administration of a computerized payroll and accounting system. A high degree of accuracy and skill in time management, organization and interpersonal abilities are required for this position.

Primary Duties

Finance and HR Administration

- Prepare and enter employee data in computerized payroll and accounting system for all employees;
- Review employee documents for completeness;
- Run various reports to verify entry accuracy;
- Maintain confidential personnel files and employee records;
- Respond to employee questions or concerns in relation to pay and human resources;
- Assist with onboarding of employees;
- Maintain accurate financial records of the Commission, including but not limited to recording receivables and payables;
- Attend to the day to day financial administration of the Commission;
- Assist in budget and audit preparations;
- Create and analyze monthly financial statements and reconciling accounts on a monthly basis;
- Maintain and operate computerized payroll system including all benefit plans, reconciliation of employee deductions and timely and accurate payment of payroll deductions to appropriate organizations and in accordance with applicable legislation;
- Produce, balance and issue T-4, T4A and Records of Employment and pension adjustment records, as required, to employees and Canada Revenue Agency;
- Administer the Collective Agreement on behalf of the Commission including deferred salary plans and leaves of absences;
- Represent the Commission at external meetings, as required;

Regulatory Administration

- Assist in carrying out the Commission's regulatory responsibilities, including, but not limited to:
 - Assist in preparing industry invoices;

- Assist the Commission in compiling information for statistical reports, annual reports and financial analyses;
- Assist with coordinating the issuance of annual licenses under the Petroleum Products Act for wholesalers, retailers, retail-distributors and tank trucks;
- Assist in analyzing, evaluating and processing regulatory filings, including water and sewer utilities, auto insurance, electrical, and petroleum filings, as needed;
- Assist in maintaining electronic files and regulatory databases;
- Assist with data entry of monthly financial statements and other tasks as required on electrical files;
- Such other duties as may be assigned to meet organizational needs. Specific statements of responsibilities not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Minimum Qualifications

- Successful completion of a post-secondary program in a related field (Office Studies or Business Administration);
- Considerable book keeping or accounting experience in an office environment;
- Proficient in the use of spreadsheet and word processor software applications;
- **Demonstrated equivalencies will be considered;**
- Demonstrated organization skills and the ability to multi-task and meet deadlines;
- Excellent communication skills along with the ability to respect and maintain confidentiality.

Other Qualifications

- Additional relevant education and experience will be considered an asset.
- Experience with SAGE50 would be an asset.