



POSITION DESCRIPTION

Accounting and Payroll Administrator, Calgary

The Company

Canadian Hydro Developers, Inc. ("CHD") is Canada's premier independent producer of green power in Canada, focusing on environmental stewardship and growth, empowering employees, acting with integrity, and providing solid economic returns to investors. Our goal is to exit 2011 with 900 MW of green power plants in production and have an inventory of at least 1,500 MW to foster future growth. CHD is a publicly traded company, listed on the Toronto Stock Exchange under the symbol 'KHD'.

CHD is a developer, owner, and operator of 20 renewable energy generation facilities totaling net 364 MW in operation. In addition, CHD is in or nearing construction on an additional 471 MW of projects, with an aggregate capital cost of up to \$1 billion. The renewable generation portfolio is diversified across three technologies (water, wind, and biomass) in the provinces of British Columbia, Alberta, Ontario and Québec. This portfolio is unique in Canada as all facilities are certified, or slated for certification, under Environment Canada's EcoLogo^M Program.

Our values, which are upheld as an organization through our actions, are:

- Integrity – in our actions
- Operational excellence – in everything we do
- Entrepreneurial spirit
 - Ownership in and over one's work
 - Seizing the right opportunities in a deliberate and considerate manner
 - Embracing our triumphs & failures; using both to learn & improve
 - Commitment to personal & professional growth through continuous improvement, development & learning
- Respect – for our co-workers, contractors, stakeholders, and the environment
- Communication
 - Clear, constructive and respectful communication is the basis for all of our relationships
 - We openly and freely express ideas with candor, giving others' ideas respect and consideration
 - We address issues directly with each other using respect, compassion, honesty and understanding

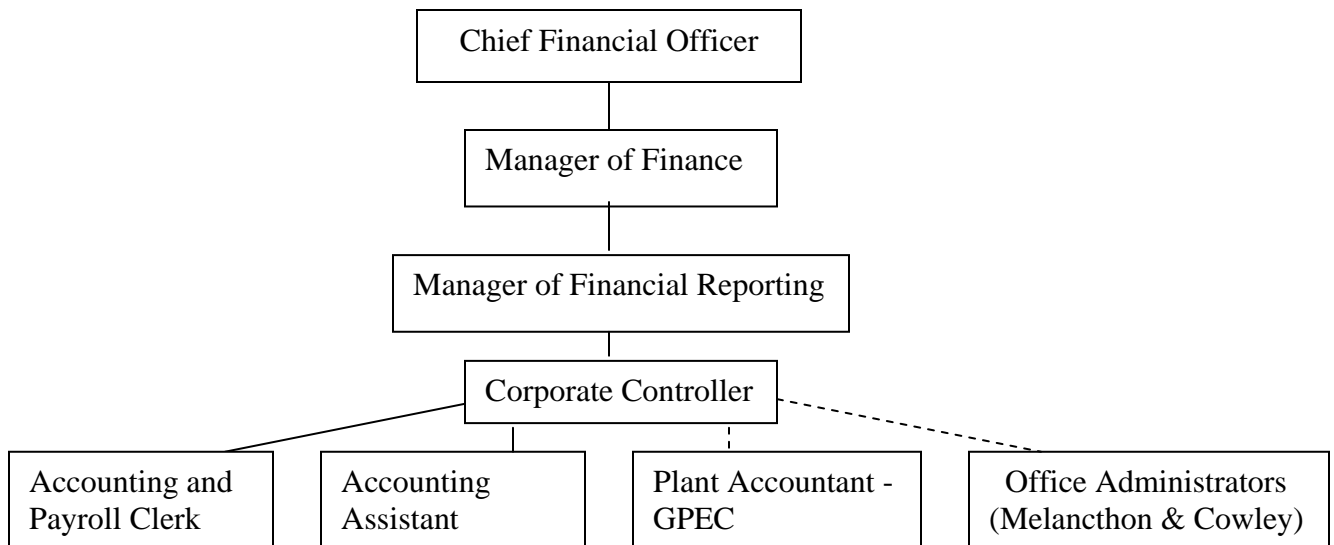
The Position

Title

Accounting and Payroll Administrator, Calgary

Reporting Relationships

- Reports directly to the Corporate Controller at Head Office in Calgary.
- Works closely with Accounting Assistant at Head Office in Calgary.



Accountability

As the Accounting and Payroll Administrator, you are responsible for the timely and accurate recording of payroll and transactions to journals, ledgers and other records. You are a direct support for the Corporate Controller and play a vital role in the timely and accurate reporting of the Company.

Key Functions

- Analyzing, verifying and posting transactions to journals, ledgers and other records with moderate direction;
- Preparing and reviewing accounts payable cheque runs and journal entries;
- Reconciling transactions, such as intercompany balances, benefits and payroll accounts, investigating and correcting entries as required;
- Assisting with payroll benefit reconciliation and updating payroll databases (i.e. vacation leave requests, employee contact information, etc.) for payroll and HR reporting purposes;
- Preparation of monthly revenue invoices for hydro and wind plants (including download of metered generation data from web based software);
- Providing support documentation to construction engineering company as part of monthly reconciliation of construction and development project costs;

- With the direction and guidance of the Corporate Controller, preparing balance sheets and income statements for the Company's subsidiaries;
- Assisting the Corporate Controller and the Accounting Group in audit preparation and testing on quarterly and annual basis;
- Understanding appropriate controls and procedures in order to uphold accurate recording of financial and operational information and to meet internal control compliance requirements;
- Assisting with the Internal Control Testing Program;
- Working with Accounting Group to foster a productive and committed working environment;
- Upholding the values of the Company;
- Performing accounts receivable collection duties as required; and
- Processing payroll during the Corporate Controller's vacation.

Basic Attractions

- Working for a growing company with a long track record of success;
- Being associated with a low-impact, renewable power company;
- Opportunity to make a meaningful contribution to the success of the Company; and
- Competitive compensation package.

Locations

- Calgary, Alberta

Education

- Minimum of a high school diploma. Preference will be given to candidates with a Business or Accounting Diploma OR equivalent experience.

Experience and Skills

- Excellent attention to detail;
- Strong organizational and prioritization skills;
- Ideally, seven to eight years of accounting experience in a dynamic working environment;
- Experience that includes operational accounting and reporting, internal control systems, payroll, and financial information systems;
- Ability to prepare basic financial statements in an experienced, timely manner;
- Knowledge of ACCPAC accounting software and strong Excel skills are an asset; and
- Strong communication skills, both oral and written.

Personal Attributes and Characteristics

- A team player with a willingness to "roll up their sleeves" to get the job done;
- Naturally detail oriented, but has a good understanding of accounting principles and basic financial statement preparation;
- Highly accountable/responsible with a strong work ethic;

- Ability to deal with confidential and sensitive information in a professional manner;
- Polite, professional, and respectful; and
- An Entrepreneurial spirit that is aligned with the Company's values.

**PLEASE SUBMIT YOUR RESUME WITH COVER LETTER,
EXPLAINING HOW YOU FIT THE POSITION DESCRIPTION, VIA
EMAIL OR MAIL TO:**

**Email address: hr@canhydro.com
CANADIAN HYDRO DEVELOPERS, INC.
500, 1324 – 17 Ave SW
Calgary AB T2T 5S8**

**Attention: Accounting and Payroll Administrator, Calgary – Job Posting
Note that only candidates chosen for interviews will be contacted.**