

## ENTRY-LEVEL BUSINESS ANALYST POSITION, OCTOBER 2021

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### Creative Energy Overview

Creative Energy owns and operates one of the largest district energy systems in North America. Since 1968, we've been delivering outstanding customer service with a 99.99% reliability record; today, our original plant in downtown Vancouver now serves over 215 customers across more than 45 million square feet of connected real estate.

Aiming to bring low-carbon district energy to cities across North America, Creative Energy is currently developing 13 new district energy projects with a range of innovative technologies including ocean-exchange, geo-exchange, biomass, cogeneration/CHP, and microgrids.

Through collaboration and partnerships, Creative Energy designs, builds, owns, operates, and maintains sustainable neighbourhood scale energy systems that support responsible development, business value, and community growth, shaping great cities. Through premier end-to-end service value, we extend the benefits of district energy with rate certainty, quality of service and carbon reduction by utilizing an array of technologies to develop district energy systems.

### Role Overview

Creative Energy is looking to add an entry level Business Analyst role to its Finance team in Vancouver. If you are looking to be part of an exciting, growing business that is assisting in changing how British Columbia uses energy, the role may be an exciting career move for you. A well-organized individual with an ability to multi-task and a desire to see and experience different elements of a fast-growing business will thrive in this role.

### Key Responsibilities

The Business Analyst is responsible for various aspects of the administration of the business and elements of the accounting cycle. You will get a chance to determine your areas of interest but generally key responsibilities for the position include:

- Processing of billings/receivables and buying/payables
- Dealing with customers and vendors
- Setting up supplier relationships including doing some buying
- Help in banking
- Keep the office running smoothly including handling external inquiries
- Organizing group meetings
- Assistance with drafting and management of regulatory filings
- Other duties as assigned

## Qualifications

We are looking first and foremost for candidates that are eager to be part of a growing and exciting business and are quick learners. A university degree is a plus but not essential. Candidates need to be:

- Proficient with Excel and generally good with computers
- Have strong communication skills (experience with PowerPoint is an asset)
- Proven self-starter with the ability to work independently, in a high-paced environment
- Ability to multi-task and prioritize to meet multiple deadlines

## Compensation

We offer an open, creative and exciting work environment with excellent career development opportunities as well as a competitive compensation package. Benefits includes 3 weeks vacation, health and benefit package, RRSP matching to come in 2022 and paid courses and program fees related to accounting programs or courses (with retention commitment).

## Interested?

If you are interested in joining us, please submit your resume and cover letter to [careers@creative.energy](mailto:careers@creative.energy).