



Employment Application Form

Position: Finance & Customer Accounts Coordinator

Wage: \$68,400 to \$85,500 Annually

Work Schedule Requirement: This position is on-site at FFPC’s 320B Portage Avenue, Fort Frances office, Monday to Friday, 40 hours per week.

Application deadline: Open Until Filled

Submit your completed application form and resume using one of the following methods:

- Email: info@ffpc.ca
- Fax: (807) 274-9375
- Mail / Drop-off: Fort Frances Power Corporation, Attn: Personnel Selection Committee, 320B Portage Avenue, Fort Frances, ON P9A 3P9

Please print clearly or type. Attach additional pages if needed.

1) Applicant Information

First name	
Last name	
Mailing address	
City / Province / Postal code	
Phone	
Email	

2) Eligibility and General Questions

Please check one box for each question.

Are you legally entitled to work in Canada?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you require employer sponsorship now or in the future to work in Canada?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to perform the essential duties of this	Yes <input type="checkbox"/>	No <input type="checkbox"/>

position with or without accommodation?		
---	--	--

3) Education and Professional Qualifications

Highest level of education completed (High School, College, University)	
Applicable Diploma / Degree attained (ie. Business Administration – Accounting)	
Relevant certificates / training (e.g., payroll, customer service, privacy, cybersecurity awareness)	
Professional designation(s) (e.g., CPA, PCP) — include status (in progress / completed)	
Accounting / finance systems experience (e.g., Great Plains, Sage, QuickBooks, other)	
Microsoft Excel proficiency	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

4) Relevant Experience

Summarize relevant experience for the key areas below. You may attach a resume and/or additional pages.

Finance / accounting (e.g., AP/AR, month-end support, reporting)	
Billing / revenue / customer accounts (e.g., invoicing, collections, reconciliations, bill complaints)	
Customer service (e.g., front counter, call handling, issue resolution)	

Confidential information handling (privacy, records, security awareness)	
--	--

5) Availability

Available start date	
----------------------	--

6) References

Please provide two references (preferably one recent supervisor).

Name	Relationship / Company	Phone	Email

7) Declaration and Consent

By signing below, I confirm that the information provided is true and complete to the best of my knowledge. I understand that FFPC may verify employment history, education, and references related to my application. I authorize FFPC to contact the references listed above and any former employers I have identified, as needed for recruitment purposes.

Signature	
Date	

Privacy Notice

FFPC collects the personal information on this form for the purpose of recruitment and selection. Access to your information is limited to those involved in the hiring process. Information will be retained in accordance with FFPC's records management practices and applicable law.

Accommodation: If you require accommodation to participate in the recruitment process, please contact FFPC at info@ffpc.ca.