



Accountant – full time

Location: Calgary with remote working possibilities for right candidate

Start Date: Autumn 2020

The candidate is expected to manage a growing company in the upstream oil and gas exploration and production industry, and specifically to manage the corporate accounting including preparing balance sheets, profit and loss statements and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses. Reports organization's finances to management and offers suggestions about resource utilization, strategies and assumptions underlying budget forecasts.

Responsibilities:

Prepare asset, liability and capital account entries by compiling and analyzing account information

Document financial transactions by entering account information

Recommend financial actions by analyzing accounting options

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports

Substantiate financial transactions by auditing documents

Maintain accounting controls by preparing and recommending policies and procedures

Reconcile financial discrepancies by collecting and analyzing account information

Secure financial information by completing database backups

Verify, allocate, post and reconcile transactions

Produce error-free accounting reports and present their results

Analyze financial information and summarise financial status

Provide technical support and advice on management

Review and recommend modifications to accounting systems and procedures

Participate in financial standards setting and in forecast process

Provide input into department's goal setting process

Prepare financial statements and produce budget according to schedule

Direct internal and external audits to ensure compliance

Support month-end and year-end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Communicate effectively with stakeholders

Requirements:

- Must be organized and self reliant
 - Excellent communication skills
 - Thorough knowledge of basic accounting procedures and principles
 - Awareness of business trends
 - Experience with creating financial statements
 - Experience with general ledger functions and the month-end/year end close process
 - Excellent accounting software user and administration skills
 - Accuracy and attention to detail
 - Aptitude for numbers and quantitative skills
 - Bachelor's Degree in appropriate field of study or equivalent work experience
 - Intermediate understanding of accounting and reporting standards, gaining experience in researching as it relates to accounting issues
 - Ability to travel internationally when borders open
 - Is calm under pressure
 - Has sense of humor
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- Salary: \$TBA plus benefits. Mobile phone. Laptop. Car mileage or transit pass.
 - Core hours will be 8 to 4 Monday through Friday, with occasional possibility of evenings and weekends
 - You will be compensated for extra hours if required.
 - Possible travel to and from drill sites in UT, TX, WY and AB when borders open

Please apply with a super short cover letter, resume and expected wage.