



Fueling the Sustainable
Energy Transition

JOB DESCRIPTION

POSTION:	Senior Financial Analyst	
REPORTS TO:	Controller	LOCATION: Calgary, AB
FUNCTION:	Finance	

POSITION SUMMARY:

The Senior Financial Analyst is an analytical and detail-oriented individual with a passion for continuous learning. This position requires strong organizational skills and the ability to adapt and manage competing priorities in a fast paced and ever-changing environment. The Senior Financial Analyst will be responsible for day-to-day accounting processes, month-end account reconciliations, assist in the preparation of consolidated financial statements and analysis of results.

JOB DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist in preparing monthly, quarterly, and annual consolidated financial statements and MD&A
- Preparing journal entries and working papers to ensure data is critically assessed and compliant with IFRS
- Compiling and reviewing balance sheet reconciliations and analyzing against prior periods
- Develop relationships with operational team to understand variances to budget and prior periods and preparing monthly, quarterly, and annual operational results analysis
- Preparing and summarizing monthly capital reports
- Participate in the audit process with external auditors
- Assist in the design, development, implementation and monitoring of internal control systems and processes;
- Research accounting issues and recommend appropriate treatment under IFRS;
- Prepare and recommend policies and procedures to improve the accounting systems information flow and practices;
- Special projects as required.

QUALIFICATIONS:

- CPA designation
- 5+ years of accounting experience, preferably with 1-2 years in an financial reporting role
- Experience in public accounting, IFRS and controls and compliance would be an asset
- Advanced knowledge and proficiency with Microsoft Office products, specifically MS Excel
- Strong time management, solid communication, technology, organizational, analytical and interpersonal skills



Fueling the Sustainable
Energy Transition

OTHER SKILLS & ABILITIES:

- Ability to work with minimal supervision, a self-starter, and quick learner.
- Analytical with outstanding problem-solving skills.
- Enjoy being part of an accounting that constantly strives for continuous improvement.
- Critical thinker with a curious mindset, being unafraid to ask questions and challenge the status quo
- Skilled at multi-tasking, prioritizing tasks, and effectively shifting priorities.
- Must read and write fluently in the English language.
- Strong attention to detail.
- Excellent interpersonal skills with the ability to communicate effectively with employees at all levels of the organization.

COMPETENCIES:

- Integrity
- Drive & dependability
- Professionalism
- Analysis & decision making
- Strong communication
- Positive attitude

EXPECTED HOURS OF WORK:

- This is a full-time salaried position. Standard hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional overtime may be required to meet deadlines.