

Job Title: **Manager of Financial Reporting & Tax**
Department: **Finance**
Location: **Calgary, Alberta**

Position Summary:

Reporting to the Controller, the Manager of Financial Reporting will be responsible for the internal and external financial reporting including consolidated financial statements, MD&A, Annual Information Form, management reporting, control design and compliance, as well as assisting in the development of accounting policies, internal controls and business processes in this rapidly growing Company. We are seeking a highly analytical and organized individual with strong communication and teamwork skills to fill this position.

Key Responsibilities:

- Preparation of the Company's quarterly and annual consolidated financial statements and MD&A in compliance with IFRS.
- Oversee the preparation of monthly and quarterly legal entity financial statements.
- Preparation of financial materials for the Audit Committee on a monthly and quarterly basis.
- Monthly financial reporting packages for executives & senior management, including variances to budgets.
- Initially guide and coach accounting team, and with planned growth supervise and mentor financial reporting team.
- Manage the external audit process.
- Design and develop internal control plan for graduation to the TSX, including design and testing of internal controls.
- Assist with the preparation of the Company's tax returns.
- Responsible for the filing of ESTMA reporting.
- Special projects as assigned.

The responsibilities listed are provided as an outline and are not intended to create limits to responsibilities, but to provide guidance as to the scope of the position.

Qualifications:

- Canadian Chartered Accountant or Chartered Professional Accountant designation is required.
- 10 years of progressive post-designation accounting experience.

- “Big 4” accounting firm and upstream oil & gas industry experience would be considered assets.
- Strong understanding of IFRS and internal controls over financial reporting.
- Advanced Microsoft Excel skills.
- Hands on, roll up the sleeves professional with a demonstrated track of success.
- Excellent communication skills and attention to detail.
- Strong time management skills with the ability to prioritize tasks and work within deadlines.