

Job Title: Financial Accountant
Department: Finance
Location: Calgary, Alberta

Position Summary:

Reporting to the Manager of Financial Reporting, the Financial Accountant will be responsible for preparing monthly, quarterly and annual internal financial statements and assist with the overall external financial reporting. We are seeking a highly technical and analytical individual with strong communication and teamwork skills to fill this position. The main objective of this role is to ensure accurate and timely financial information.

Responsibilities

- Prepare monthly, quarterly and annual internal financial statements.
- Assist with the overall external financial reporting; financial statements & notes, MD&A, AIF and all other security documents.
- Prepare and enter journal entries, with appropriate supporting documentation;
- Account analysis and reconciliation, as required;
- Assist in preparation and analysis of monthly management reporting packages;
- Preparation of month-end and quarter end post close estimates and entries; ARO, depletion, impairment.
- Manage the monthly and quarterly working papers and account reconciliations in order to facilitate the month-end close processes.
- Preparation of ESTMA annual reporting.
- Prepare supporting documentation and assist with the external audit.
- Seek opportunities for efficiencies and process improvements. Assist with the internal control design and testing process.
- Special projects as assigned.

Qualifications

- Canadian Chartered Accountant or Chartered Professional Accountant designation is required.
- 1 to 2 years of relevant financial reporting or audit experience, preferably in the oil and gas industry.
- “Big 4” accounting firm and upstream oil & gas industry experience would be considered an asset.
- Proficient use of the MS Office suite of applications, particularly MS Excel;
- Excellent communication skills with a strong attention to detail.
- Superior time management skills and ability to prioritize tasks and work within deadlines.