

## **Financial Accountant**

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Financial Accountant to join our team. As a new member to the Finance Team, your responsibility will be to assist the Controller in the maintenance of the financial system to ensure current and accurate balances for the General Ledger and sub-ledgers.

### **The successful candidate will be responsible for:**

- Bookkeeping for multiple organizations including processing payments and deposits
- Reviewing payables and expense claims entries for accuracy, compliance with policy and budget and consistency
- Monitoring aging of subledgers
- Reconciling accounts monthly
- Completing month end close procedures in a timely manner
- Assisting the Controller in the preparation and coordination of the monthly, quarterly and annual financial statement preparation
- Contributing to budget variance analysis for multiple departments and companies
- Preparing and filing monthly sales tax returns
- Compiling information requirements for annual returns
- Updating tax rates
- Assisting with accounts receivable collections
- Coordinating fleet documentation
- Updating and creating process documents and finance policies and forms
- Back filling accounts payable, accounts receivable and reception as needed
- Other duties as required

### **The position requires:**

- 3-5 years accounting experience in an intermediate or senior accounting role
- Accounting degree preferred, however equivalencies of experience and education will be considered
- Multi-year full cycle accounting experience, including but not limited to, accounts receivable, accounts payable, fixed assets, cash receipts, and bank and account reconciliations
- Attention to detail
- Accuracy and ability to review work
- Organizational and time management skills to effectively meet all deadlines
- Proficiency with accounting software (SAP Business One experience is an asset) and Microsoft Office applications with strong Microsoft Excel knowledge
- Clean criminal record check
- Reliable transportation and the ability to travel within Red Deer and the surrounding area is required

This is an excellent opportunity to join a dynamic and growing organization. We recognize our team members as individuals and consider mutual RESPECT to be the key to building a cohesive, productive team.

If you are interested in this opportunity and working for an expanding, privately owned company then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Stacey Dawson in Microsoft Word format, along with your salary expectation, and availability date to [hr@collicutt.com](mailto:hr@collicutt.com).

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~ It's Fun to Win ~ Finding a Better Way