



INTERMEDIATE ACCOUNTANT

The Opportunity:

The Accounting and Supply Chain Department is accountable for leading and managing the delivery and continuous improvement of accounting and procurement functions to safeguard company assets and support the company's strategic vision and goals. Reporting to the Director, Business Unit Controller, this role is responsible for completing various accounting and tax compliance activities in accordance with deadlines to a high degree of quality.

This is a full-time, temporary position which provides maternity leave coverage in our Calgary office. The duration of the position will be approximately 16 to 22 months.

Key Responsibilities:

Month End Accounting Activities

- Prepare, issue and record customer invoices in accordance with relevant agreements
- Complete account reconciliations
- Post journal entries
- Review power bill, prepare coding and post
- Reconcile inventory between financial system and maintenance management system

Other Accounting Tasks

- Monitor and post cash receipts
- Prepare cash calls to parent company as required
- Review and post accounts payable batches daily
- Complete monthly and quarterly reports

Tax Compliance Activities

- Prepare and file monthly GST return
- Track and code property taxes

Other Activities

- Provide support to Supply Chain and Operations to cancel/close/complete purchase order returns in a timely manner
- Provide back-up for other Accounting team members
- Identify and execute continual improvement initiatives



Knowledge/Skills/Abilities:

Education & Experience:

- Accounting degree or certificate required
- CPA designation is an asset
- 5-7 years of progressive accounting experience
- Hands on, in depth experience performing reconciliations of varying levels of difficulty
- Experience with ERP financial and procurement systems
- Good analytical and critical thinking skills
- Strong attention to detail

Interested candidates should submit resumes to careers@wolfmidstream.com by June 19, 2019. We thank all for their interest; however only those considered for an interview will be contacted.