



JOB TITLE: Senior Accountant

ABOUT NORTH ATLANTIC

North Atlantic is a province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Senior Accountant, under the direction of the Assistant Controller, will primarily be responsible for ensuring the integrity of accounting information by recording, verifying, reconciling transactions, and resolving discrepancies. This role will prepare financial results reports for the management team and ensure corporate compliance with all federal and provincial requirements, aid in the auditing function, and act as a guide to junior accountants and support staff. The Sr. Accountant will ensure the organization utilizes ethical accounting practices and standards.

Duties and Responsibilities:

- Aid in the preparation of various reports including, but not limited to, monthly/quarterly financial statements, weekly operating results, gross margin, and cash flow with variance analytics
- Investigate variances and provide variance analytics to management compared to budgets and prior year financial results
- Aid in the facilitation of the audit function conducted by third parties and ensure effective resolution and swift closure of auditing services
- Ensure completeness, timeliness and accuracy of journal entries posted in the General Ledger and review account reconciliations prepared by junior staff
- Provide support to Controller and Assistant Controller to perform financial analysis requests
- Preparation of inventory reconciliations, ensuring cost of sales are attributed to correct products and trade classes, review of gross margin analytics
- Create and review retail site profit and loss reports with detailed commentary and variance analysis
- Take responsibility for all aspects of corporate compliance with applicable federal and provincial legislation and regulations. Interpret new and existing legislative requirements, and act as the liaison for any governmental audits or inquiries
- Coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly
- Monitor and assess accounting and administrative internal controls, ethical standards, policies, and procedures to ensure corporate compliance within the organization



- Develop efficiency in the accounting departments processes on an on-going basis; supervise and assist in the development and maintenance of accounting files and record
- Other duties as required

Qualifications:

- Degree or an advanced degree in business administration, management, finance, accounting, or a related field
- Five years of accounting experience
- Current professional designation through a recognized governing body required
- Demonstrated knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Advanced proficiency with accounting software and spreadsheet programs and applications
- Knowledge of standard office procedures and practices
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Sound analytical thinking, planning, prioritization, and execution skills

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package.

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm Friday July 29, 2022**.