



JOB TITLE: Junior 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

Reporting to the Assistant Controller, the Junior Accountant will possess a professional attitude and work well independently, as well as part of a team. This role demands the skills of an analytical team player who will support the Assistant Controller and accounting team with the financial and administrative duties of multiple entities.

The Junior Accountant must have general knowledge of accounting practices and procedures. They will be involved with preparing monthly reconciliations, working papers and journal entries. It is therefore essential that they are a detailed-oriented individual with the capability to plan work and respect deadlines.

Duties and Responsibilities:

- Compile monthly reconciliations and working papers in accordance with company guidelines.
- Prepare and post routine journal entries and daily subledger transactions.
- Assist in processing and analysis of daily, weekly, and monthly reports.
- Support the accounting department in the monthly and yearly closing, including support with external audits.
- Assist with reviewing expenses to ensure proper accounting treatment.
- Prepare monthly bank reconciliations for multi-currency accounts.
- Assisting in special projects/ad hoc reports as requested.



Qualifications:

- University Degree or College diploma with a concentration in accounting
- Strong working knowledge of Excel.
- Comfortable using technology with the ability to learn new systems quickly.
- Strong analytical and communication skills.
- Ability to prioritize, coordinate, and manage multiple activities.
- Experience in the field of oil & gas and/or public accounting is considered an asset.

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 which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(*benefits vary based on employment status)

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 **4:30pm, Friday September 16, 2022.**