



A North Atlantic and Petro-Canada
Limited Partnership

Position Title: Junior Accountant

ABOUT NORTH SUN ENERGY

North Sun Energy (NSE) is a strategic partnership between North Atlantic and Suncor for operation and growth of the retail networks in Nova Scotia, Prince Edward Island (PEI), and Newfoundland and Labrador through the North Atlantic and Petro-Canada brands. NSE's growth strategy includes the build out of Quick Service Restaurants (QSR's), where NSE is the owner and operator of multiple franchised QSR's.

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

Position Overview

Reporting to the Controller, the Junior Accountant will prepare monthly reconciliations, working papers and journal entries for North Sun Energy. This role demands the skills of an analytical team player with a professional attitude and a general knowledge of accounting practices and procedures.

The ability to plan work and respect deadlines is essential.

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.
- Maintain an accurate and complete trail of supporting documentation.
- Assist the Controller and Assistant Controller in special projects/ad hoc reports as requested.
- Other duties as assigned.

Qualifications:

- Degree or College diploma with a concentration in accounting.
- 1-2 years' experience working as a junior accountant or similar role.
- Strong working knowledge of Excel and other microfosft office suite programs.
- 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 energy, retail or public accounting is considered an asset.
- Sound analytical thinking, planning, prioritization, and execution skills.



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- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.

North Sun Energy 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

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@northsunenergy.ca

Candidates are encouraged to apply by **Friday, June 27, 2025**.