



## **Job Title: Billing Analyst**

### **About North Atlantic**

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

### **Position Overview**

An Accounts Receivable role designated to support North Atlantic's international Order-to-Cash (OTC) activities by processing and troubleshooting high value sales invoices for collection from customers.

### **Duties and Responsibilities:**

- Issuing the Invoices post contract verification and adhere with billing schedule.
- Liaise with team members to ensure accurate and timely billing.
- Addressing issues and follow up as required.
- Validate invoice and take corrective actions accordingly.
- Process revenue booking for various operating units.
- Troubleshoot and process credit notes or adjustments
- Work with other functions to resolve any billing related issues
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree in the field of Economics/Mathematics/Finance/Accounting/Marketing or similar
- Strong proficiency in English language, both verbal and written
- Strong sense of ownership
- Interest in understanding basics of international trading activities, generating business value
- Highly developed analytical abilities; able to analyze situations, present/defend conclusions and recommend action plans.
- Proactive approach to resolve issues, engaging others
- Excellent attention to detail and accuracy.
- Ability to work as part of a team



- Willingness to learn and follow processes
- Adaptative to change

Experience with the following not required, but welcome:

- Working in a multinational corporate environment
- Accounting knowledge
- Bilingual
- Strong IT skills: SAP, Analytics, Automation, Data Visualization, Excel

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

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](mailto:careers@northatlantic.ca).

Candidates are encouraged to apply by **Thursday, October 2nd**.