



Job Title: Trading Payables 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 Payable role designated to support North Atlantic's international Purchase to Pay value chain activities and Trading departments by troubleshooting high-value third-party and intercompany hydrocarbon purchase invoices and processing them for payment.

Duties and Responsibilities:

- Verification of prices, volume and legal requirements of incoming invoices from counterparties in corporate systems, including SAP, against records, calculations and the contractual agreements
- Posting invoices accurately in SAP and arranging settlement on the due date designated in the contract
- Issue resolution with counterparties' back-office departments of disputes and disagreements
- Troubleshooting related to incoming invoices with interfacing departments in Trading, Scheduling, Volumetric Accounting, Payables and Tax, etc
- Advising on payment solutions to the business line to handle special ad-hoc scenarios, adhering to the applicable controls infrastructure
- Maintenance of short-term liability accounts related to the individual portfolio, making sure aged items are followed up and resolved in a timely manner
- Providing explanation and inputs in case of late payments
- 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
- Accuracy and precision
- Proactive approach to resolve issues, engaging others
- Ability to work as part of a team
- Willingness to learn, follow and improve 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.

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