

Accounting Assistant – 12 Month Full Time Position

With over \$6 billion of capital raised across the ARC Energy Funds, ARC Financial Corp. is Canada's largest energy focused private equity manager. ARC is seeking an enthusiastic individual to join our Finance & Administration Team in the role of Accounting Assistant. The successful candidate will have the opportunity to work within a dynamic and professional environment and be a part of a leading, energy-focused private equity investment firm that has a challenging, fast-paced, multi-dimensional and growing business with a long-term focus.

The candidate will report directly to the Fund Controller and work closely with other members of the Finance & Administration Team as well as across the organization.

Responsibilities include but are not limited to the following:

- Entering and processing of accounting journal entries on a timely basis within the accounting systems
- Full cycle accounts payable process including:
 - receive, organize, code invoices and prepare/enter journal entries
 - facilitate the vendor payment process, including cheque printing and/or electronic payment
 - answer all vendor queries in a timely and professional manner and ensure all vendor accounts are current and orderly
- Assist with accounts receivable process including compiling information, preparing invoices, reconciling payments and monitoring balances
- Prepare various reconciliations and reports (e.g. bank, intercompany, prepaids, accruals)
- Prepare GST/HST reconciliations and annual, monthly and quarterly GST/QST returns
- Assist with other duties and offer support to the Finance and Administration team as required

Qualifications/Competencies:

- Post-secondary degree/diploma/certificate (focus in Accounting preferred) with a minimum 2+ years of relevant work experience
- Fundamental knowledge of accounting principles is required
- High degree of proficiency with Microsoft Excel is required
- Prior intercompany accounting experience is an asset
- Experience with Microsoft Dynamics 365 Business Central and/or Allvue Systems is an asset
- Superior organizational skills and the ability to handle multiple priorities and prioritize deadlines in a fast-paced work environment
- Excellent written and verbal communication skills with the ability to work openly, effectively and co-operatively within a team
- Analytical, self-starter with demonstrated accountability for their work
- Efficient, with high attention to detail and accuracy of work

Please submit a cover letter and resume to HR@arcfinancial.com. Please include the position title in the subject line.

No phone calls please. Only those applicants selected for an interview will be contacted.