



Accounts Payable Analyst (Intermediate /Senior) – Overview

The Accounts Payable Analyst provides support with processing invoices through both workflow systems and financial applications. Reporting to the accounts payable supervisor, you will process invoices in an accurate and efficient manner while adhering to corporate and departmental policies. You will effectively troubleshoot and communicate with co-workers, management, specific departments and external vendors. This is a fixed term contract for six months.

Location: Calgary, AB

Accounts Payable Analyst (Intermediate /Senior) – The Role

- Manage the full accounts payable cycle from receipt of invoices to payment; including verification of coding, matching purchase orders, obtaining approval, and entering the invoices into the purchasing & accounting systems.
- Liaise with suppliers regarding invoice/statement discrepancies
- Reconcile vendor statements with vendor master
- Maintain effective and timely communication with all internal/external stakeholders
- Investigate and resolve problems associated with processing of invoices and purchase orders.
- Act as a contact person for vendor's accounts receivable staff
- Act as a resource person for financial management regarding vendor account status
- Print and distribute monthly accounts payables and/or accounts receivables reports
- Process employee expense reports, including verification of receipts and coding
- Process journal entries
- Support the weekly payment runs
- Resolve stale dated cheques
- Month end and general support to Finance and Treasury Team
- Maintain and manage templates as applicable to accounts payable
- Contribute to the development of new ideas and approaches to improve work processes

Accounts Payable Analyst (Intermediate /Senior) – The Person

Qualifications and Skills

- Bachelor's degree or minimum of completion of a two (2) year accounting diploma or enrolled in a professional accounting program
- Minimum three (3) years full-cycle accounts payable experience
- One (1) to Two (2) years' experience with Qbyte FM required (please indicate on your resume which organization you used Qbyte with and for how many years used)
- Previous Open Invoice experience is considered an asset
- Intermediate proficiency with a strong emphasis on Microsoft Excel
- Proven understanding of accounting principles and internal controls
- Working knowledge of financial software
- Strong attention to detail and high degree of accuracy
- Ability to work in a changing, fast-paced environment
- Ability to work collaboratively in a dynamic environment where adaptability is imperative
- Enthusiasm for innovation and process improvement
- Comfortably work independently with minimal supervision

- Ability to multi-task

Core Competencies

- **Integrity** – professional whose integrity, confidentiality and high ethical standards contributes to effective leadership and optimal business relationships
- **Energy** – displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle
- **Diversity** – understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
- **Communication** – effectively expresses ideas and conveys information in business writing, conversations and interactions with others
- **Client Service Excellence** – understands the importance of quality client service by being courteous, responding to client requests in a timely manner and monitoring satisfaction
- **Teamwork & Relationship Development** – works collaboratively with team members to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the company
- **Accountability** – takes responsibility for one's own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making
- **Flexibility** – effectively manages multiple assignments, adapts to changing priorities and can work independently or as part of a team

Accounts Payable Analyst (Intermediate /Senior) – The Company

Canlin Energy Corporation is a privately held, long reserve life, natural gas weighted producer in the Western Canadian Sedimentary Basin. Our E&P business produces over 40,000 boe per day from predominantly operated wells, infrastructure and facilities. Canlin's key priorities are running a safe and sustainable business, focusing our portfolio, improving productivity, generating value from our midstream assets and investing for growth and value.

Please visit us at www.canlinenergy.com to learn more about our operations.