

Job Opportunity



ACCOUNTANT

International CCS Knowledge Centre

Location: Regina, Saskatchewan / Calgary, Alberta
(remote work locations may be considered for suitable applicants)

Closing Date: May 10, 2024

Resume and cover letter to be sent to info@ccsknowledge.com

About the International CCS Knowledge Centre

At the International CCS Knowledge Centre (Knowledge Centre), we take climate action seriously. We are a non-profit organization dedicated to advancing large-scale carbon capture and storage (CCS) projects as a critical means of managing greenhouse gas emissions and achieving the world's ambitious climate goals.

The Knowledge Centre provides independent, expert advisory services for CCS projects across heavy-emitting industries based on our team's unique experience developing and executing the world's first fully integrated post-combustion CCS facility on a coal-fired power plant. We have a proven track record of helping our clients lower costs, reduce risk and improve the performance of CCS projects across industries and technology platforms using the latest knowledge and lessons learned from major projects across the globe.

Our focus is on understanding and protecting the owner's interest in large-scale CCS project investments, offering practical guidance in all aspects of CCS project development, from strategic analysis, business case advice and stakeholder engagement support to technology selection, pilot testing, feasibility and front end engineering design (FEED) studies, project permitting, construction, commissioning, transition to operations, and ongoing optimization and trouble-shooting.

We also provide input to policy development and promote broad collaboration between stakeholders to enhance understanding of the critical role CCS plays in global decarbonization efforts and accelerate the deployment of new CCS projects around the world.

Learn more: ccsknowledge.com

About the Position

The Accountant reports to the Controller and plays a critical role in ensuring the financial health and stability of the organization. Responsible for managing the day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and financial reporting. The successful candidate will be highly skilled in accounting principles and practices, detail-oriented, and able to work independently in a fast-paced environment. Requiring attention to detail, and ability to manage multiple projects and priorities are essential to this role.

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RESPONSIBILITIES

- Perform day-to-day accounting functions, including accounts payable, accounts receivable, and general ledger.
- Ensure contractual and policy requirements are applied prior to entry.
- Create and assemble client billings in accordance with contractual terms.
- Ensure the accuracy and completeness of financial records, including journal entries, account reconciliations, and month-end close processes.
- Support the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Assemble information for internal and external financial reporting requirements.
- Contribute to the creation and management of the annual budget and forecast processes and variance analysis.
- Provide guidance and support to other departments on accounting and financial matters, including budgeting, forecasting, and financial analysis.
- Prepare bank deposits and monthly reconciliation.
- Prepare files for payroll.
- Identify any irregularities or risk exposure.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, or related field.
- CPA designation or equivalent certification.
- 5+ years of experience in accounting.
- Strong understanding of accounting principles and practices, including GAAP and IFRS.
- Excellent analytical and problem-solving skills, with the ability to interpret and analyze financial data.
- Strong communication skills, both verbal and written, with the ability to communicate effectively with stakeholders at all levels.
- High level of proficiency in accounting software, financial reporting tools, and Microsoft Office.
- Demonstrated ability to work independently and exercise discretion and judgment in handling confidential information.
- Experience in the preparation of financial statements, budgeting, and financial analysis.
- Must be legally eligible to work in Canada.

A suitable combination of relevant education and experience may also be considered.

This posting represents the desired scope, accountabilities, skills, and experience requirements of the job. These requirements may be modified to support business needs. Title and compensation administration will be based on the skills and capabilities of the successful incumbent.

We thank all applicants for their interest in this position. Please note that we will only be in contact with those individuals selected to move forward through the application process.