

**Title: Accountant**

**Term: Temporary, Full-Time**

**Location: Coquitlam**

**Date Posted: October 11, 2017**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

Reporting to the Accounting Manager, the Accountant is responsible for supporting the month end accounting functions ensuring effective, efficient, and accurate financial operations.

The Accountant will have critical thinking skills and the ability to make sound judgements in a deadline-driven environment. Post-secondary education is complemented by working towards a professional accounting designation. Effective communication with internal and external stakeholders at all levels is critical to this role's success.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Preparation and review activities relating to full cycle accounting and month-end close process, including account reconciliations and credit card invoice reconciliations;
- Preparation and/or review of working papers and schedules for monthly close, external audits, as well as other tax and regulatory filings;
- Respond to inquiries from various stakeholders (Corporate, Finance Managers, CFO, etc.) regarding financial process and accounting matters;
- Provide support to transactional processing teams involved in AR, AP and Payroll with respect to accounting matters and collaborate in improving underlying accounting and business process that impact financial reporting;
- Review accounting and business processes with controllership mindset, propose and implement changes that improve overall controllership, as well as bring simplification and efficiencies where possible;
- Scalable skillset and aptitude to take on challenging tasks, able to handle a mixture of workload, including judgemental complex areas as well as perform day to day tasks;
- Result oriented with ability to deliver as an independent contributor as well as collaborate with peers in the broader finance team;
- Prepare for and interface with internal and external auditors, including PST auditors;
- Lead and drive various broader finance and business initiatives and perform other related duties as required.

### **JOB REQUIREMENTS**

- Strong communicator with excellent interpersonal skills and ability to partner with non-finance business teams and build effective relationships;

- Inquisitive, not afraid to ask questions and investigate alternatives before recommending solutions;
- Detail oriented and ability to dig deep and perform analytics to draw insights from data;
- Advanced knowledge of Microsoft Excel (specifically pivot tables and V-lookup);
- Good understanding of ASPE and IFRS;
- Strong process focus, passion for simplification & digitization and process improvement;
- Adaptable work style with ability to manage multiple priorities (ranging from routine to complex) with deadlines and deliver results with quality.

### EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Bachelor Degree in Accounting, Finance or Business;
- Working towards a Professional Accounting Designation – CPA
- Minimum five (5) years of progressive Finance experience with exposure to full cycle accounting;
- Experience with Explorer Contract Manager ERP or similar ERPs an asset;
- Construction industry experience an asset.

### CORPORATE COMPLIANCE RESPONSIBILITIES

#### **We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

#### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

#### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

#### **We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad’s best interest – as though you are an owner.
- Say what you mean, mean what you say –One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day’s work for an honest day’s pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.