

**Title: Accountant**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: January 18, 2018**

**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

The Accountant will support the Accounting Manager with day to day functions. This position will liaise with the Finance department and provide support where needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full cycle accounting and month-end support, including the preparation of required accounting entries;
- Respond to inquiries from the Accounting Manager regarding financial results and ad hoc reporting;
- Assist with the preparation of working papers and schedules for corporate tax returns and the annual year-end audit;
- Answer inquiries in a timely and professional manner;
- Ensure compliance with local, regional, and national authorities;
- Enter AR invoices and appropriate documentation into the Company's accounting software;
- Assist with employee travel reports, business expense reports, corporate credit card billings, verify coding, receipts, tax amounts and approval of these expense reports in accordance with Company policy;
- Reconcile accounts payable accounts to the GL, vendor statements and assist with month-end close tasks;
- Provide feedback to the Accounting Manager regarding vendors such as capturing discount terms, invoicing errors, electronic payment opportunities and payment with credit card;
- Conduct bank reconciliations, balance sheet account reconciliations and monthly PST remittances;
- Support AP and AR as required;
- Assist with special projects as needed;
- Work on various broader finance initiatives or 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 questions and investigate alternatives before recommending solutions;
- Detail orientation and ability to dig deep and perform analytics to draw insights from data;
- Advanced knowledge of Microsoft Excel (specifically pivot tables and Vlookup);
- Strong process focus, passion for simplification & digitization and process improvement;

## ROKSTAD POWER

- Adaptable work style with ability to manage multiple priorities with deadlines and deliver results with quality;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Able to work collaboratively in a team environment;
- Able to meet timely deadlines and ensure appropriate response times.

## EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Diploma or Certification;
- Enrolled in a Professional Accounting Designation Program;
- Minimum three (3) years of progressive Finance experience;
- Experience with Explorer Contractor software or similar ERP an asset;
- Accounts Payable/Receivable experience 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.

## ROKSTAD POWER

**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.