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## INTERMEDIATE FINANCIAL ANALYST

The Canadian Association of Petroleum Producers (CAPP) represents companies, large and small, that explore for, develop and produce natural gas and oil throughout Canada. CAPP's member companies produce about 80 per cent of Canada's natural gas and oil. CAPP's associate members provide a wide range of services that support the upstream oil and natural gas industry. Together CAPP's members and associate members are an important part of a national industry with revenues from oil and natural gas production of about \$116 billion a year.

CAPP's mission, on behalf of the Canadian upstream oil and natural gas industry, is to advocate for and enable economic competitiveness and safe, environmentally and socially responsible performance.

### Position Summary:

CAPP has an immediate requirement for an experienced *intermediate financial analyst* to provide support for members of the finance department and the internal CAPP, not for profit, organizational accounting requirements. The position will be responsible for accounts payable and vendor communications, account reconciliations, audit working papers, regulated federal regulated elections activities, general services and various administrative duties as described below or as requested by the manager.

This role also acts as the *elections financial assistant* responsible for providing support to the manager, finance and administration, as well as CAPP's general counsel and communications team on regulated elections activities and by overseeing spending approval documents and supporting vouchers for the approved expenditures. The elections assistant must be detail oriented, organized and be able to sort through internally prepared or vendor invoicing to obtain accurate documentation for specified expenditures that will be approved by the manager, finance and administration in their capacity as *elections financial agent*.

This is a one year, full-time contract position located in Calgary, Alberta and reports to the manager, finance and administration.

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Calgary, Alberta  
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1820, 275 Slater Street  
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Tel 709-724-4200  
Fax 709-724-4225

310, 1321 Blanshard  
Street  
Victoria, British Columbia  
Canada V8W 0B5  
Tel 778-410-5000  
Fax 778-410-5001

**Job Requirements:**

- Responsible for the organization's voucher coding, budgeting, forecasting and invoicing
- Process accounts payable including tracking, coding, authorization, payments, reconciliations and summaries of operating, projects, and travel expenses in Business Central AP module, while ensuring executive approval and follow-up of budget expenses
- Review Business Central general ledger for dimension coding errors
- Reconcile vendor statements, research and correct discrepancies and respond to all vendor inquiries; pay vendors by EFT and distribute remittance advice accordingly
- Review employee expense reports by verifying coding, GST/HST with adherence to CAPP policies
- Monitor accounting email account for outstanding items and assist with other projects as needed

**Elections Financial Assistant**

- Prepare the registration application in advance in order to ensure a timely submission on the date the writ is issued
- Become familiar with Federal and Provincial Election Act rules and regulations
- Collaborate with the finance team relating to proper delineation of work, cooperation and areas of input maintaining a tracking system to ensure all election costs are captured
- Prepare an overhead cost allocation prior to any election campaign
- Set up the necessary procedures for separate accounts, segregation of funds, reporting obligations and resources to enable verification of receipts or expenditures relating to elections
- Accept and authorize every contribution made during an election period to a registered third party for partisan activity, election advertising or election survey purposes and every expense related to such activities
- Maintain electronic file documents evidencing expenses set out in the return and coordinate an audit of elections expenses

**Qualifications and Experience**

- Currently enrolled in a recognized accounting program or recently completed

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- Minimum five years of direct accounting experience in the areas of payables/receivables, cash management, general ledger entries, payroll, and knowledge of ERP systems
- Highly effective communicator with strong written and verbal skills
- Strong relationship building and facilitation skills
- Ability to develop consensus on issues while respecting different positions
- Skilled in planning, prioritizing and organization.
- High standard of professionalism and activity level while requiring minimal supervision and direction
- Sensitive to others needs; supportive and collaborative approach; able to meet tight deadlines
- General knowledge of government project expenditure reporting or AGLC casino reporting would be an asset

**Personal Qualities**

- enjoys working independently, quickly and under pressure
- team player
- personable, persistent, confident and comfortable working with all levels within the organization
- detail focused, self-starter and capable of completing tasks with minimal direction
- eligible to work in Canada legally

Please send your cover letter and résumé in confidence to [jobs@capp.ca](mailto:jobs@capp.ca) by July 25, 2021 referencing “*intermediate financial analyst*” in the subject line. We thank all those who apply; however, only candidates selected for an interview will be contacted.

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**CAPP MISSION**

To advocate for and enable economic competitiveness and safe, environmentally and socially-responsible performance.

**OUTCOMES**

We are the BEST advocacy organization in supporting our members to deliver on our value proposition with clarity and confidence.

 <b>Find a Way</b> Be a reliable source of information and be resourceful in developing solutions Be responsive and collaborate Be adaptable and innovative while upholding the highest standards of integrity	 <b>Be a Leader</b> Lead by example Learn from mistakes and recognize achievements Take initiative and be accountable
 <b>Make a Difference</b> Be committed to the team, organization and industry Go above and beyond to deliver results Be a thought leader	 <b>Be Good to Each Other</b> Empower, support and talk to each other Challenge ideas and perspectives respectfully Listen to and recognize each other's point of view

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