



ACCOUNTING SPECIALIST

EQUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day, together we deliver quality electrical services to rural Alberta.

Job Purpose

EQUS is seeking full-time Accounting Specialist to join our Corporate Office Team. The Accounting Specialist is responsible for performing complex accounting, financial and procedural work in the accounting functions of EQUS. This will include accurate and timely reporting of financial information, up to and including monthly financial statement. This position will also act as back up to the Business Services Leader – Finance, as required.

Duties

- Maintain systematic records of business transactions and verify those transactions
- Verify and input of journal entries, amortization postings and term deposits
- Conduct analysis of a variety of accounts and working papers
- Accumulate and consolidate all financial data necessary for preparation of monthly accounting reports, analyze and present variance analysis
- Support and contribute to the ongoing development of systems and processes to enhance management reporting and budgeting processes
- Prepare monthly bank reconciliations
- Assist with the preparation of annual budgets; Once approved, work to implement the budgets including budget analysis
- Reconcile member loans
- Track and manage all capital purchases up to and including year-end audit preparation
- Develop and maintain accounting policies and procedures
- Prepare reports for auditors and assist with year-end procedures
- Assist in the development and implementation of system controls where necessary
- Other responsibilities will include preparing/monitoring monthly management reports
- Provide assistance in the preparation and validation of business systems activities, report generation and verification
- Completing special projects and analysis for management as assigned by Business Services Leader - Finance
- Other duties as required

Review and Approval of Work

Business Services Leader – Finance

Job Requirement and Qualifications

- Strong interpersonal communications skills
- Strong analytical abilities with a keen attention to detail
- Strong computer skills including a familiarity with Windows environment and industry accepted business programs (word processor, spreadsheet and database)



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Education and Experience

- Post-secondary degree majoring in Accounting or at least 5 years of experience in an intermediate or senior accounting role with generalist responsibilities
- Previous experience supervising or leading a team is required

Compensation

EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.