



## ACCOUNTING COORDINATOR

EQUS REA LTD. provides safe and reliable electric distribution services to commercial and industrial developments, oil and gas operations, telecommunication towers, production facilities and farms throughout 26 Alberta municipal districts and counties. Serving 11,800 members, EQUS is the largest member-owned utility in Canada. As the electrical provider of choice in rural Alberta, EQUS provides comprehensive distribution services with a 99.9% reliability rating.

EQUS is seeking an Accounting Coordinator to join our Main Office. The Accounting Coordinator 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 statements. This position will also act as back-up to the Finance Manager 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 Finance Manager
- Other duties as required

### Review and Approval of Work

Finance Manager

### Job Requirements 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)

## **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

## **Benefits**

EQUS REA LTD. was founded on the co-operative spirit, our members own the distribution system they helped build. These values form the core of EQUS and define the attitude employees bring to work every day and enable us to accomplish our goals in an ever-changing environment. Our employees share in this success through a comprehensive wage and 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](mailto:HR@EQUS.CA)

**EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it, for the purpose of assessing your suitability for the position for which you are applying as well as any positions that may become available during that period. You may modify or update the information by contacting the office. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.**

**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.**