



Invoicing Specialist – Calgary, AB

Certarus Ltd (“**Certarus**”) is the North American leader in the delivery of natural gas. Certarus is a private company with a history of proven success in Canada and the USA. We are a progressive, high growth company with a market capitalization in excess of \$400MM, over 170 employees in 8 states and provinces, and a business that has doubled in scale over the last year and continues to grow. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution. For more info, check out <http://www.certarus.com>.

Summary

Due to continuous company growth, we now require an Invoicing Specialist who will support our accounting team. This role is a hands-on position and will be filled with a candidate who has a strong work ethic and has the drive to succeed. This position will appeal to an individual that would like to play a key role in the growth of an emerging fuel supply service company and who loves to juggle a variety of tasks in a fast paced, high energy environment. The position is based in the Calgary corporate office.

Job Description

- Prepare and post invoices to the accounting system
- Team up with the sales department to validate and manage billing terms on projects
- Assess customer billing requirements and apply to invoices as required
- Compile all relevant data and analyze costs for each project
- Report and communicate job information to the operations team
- Reconcile billing and cost information between the ticketing and accounting systems
- Review the month end job margins and explain significant variances
- Investigate inconsistencies in project inputs and resolve with operations and sales teams
- Facilitate the invoice approval process and make necessary billing adjustments based on management feedback. Submit invoices to customers for approval
- Understand and apply appropriate sales and use tax, carbon tax, and any other taxes, at time of invoicing
- Support the Credit and Collections Specialist
- Research and resolve customer A/R issues
- Assist with the quarterly and year end audits
- Ad Hoc Projects

The Ideal Candidate:

- 2-3 years' experience in a similar accounting role
- Ability to prioritize and multi task in a fast-paced environment
- Detail orientated and takes initiative
- Strong analytical and critical thinking skills
- Excellent communication skills, interpersonal skills, and an ability to interact with employees at all levels of the organization
- Has a track record for process innovation
- Must be a self-starter and team player
- Is adaptable and conformable with ambiguity and change
- Proficient with Microsoft Excel

Certarus offers a competitive compensation package, including benefits and retirement plans as well as employee ownership opportunities. Above all, we offer unlimited career advancement opportunities with a dynamic, rapidly growing organization.