



Assistant Controller – 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 190 employees in 9 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

Reporting to the VP Finance & Corporate Controller, the successful candidate will be responsible for the maintenance of all accounting policies, procedures and systems to ensure accurate and timely quarterly and annual reporting. The successful candidate will have the opportunity to lead a small team of financial accountants and play a key role in the growth of an emerging fuel supply service company. The position is based in the Calgary corporate office.

Responsibilities:

- Manage Certarus' financial accounting team responsible for full cycle accounting functions including AP, Inventory, fixed assets, general ledger accounting and reporting.
- Manage the month end close and financial reporting cycle including the preparation of monthly, quarterly and annual consolidated and non-consolidated financial statements with associated MD&A financial analysis
- Research and analyze IFRS accounting issues, offer sound accounting advice to the business; ensure that transactions are posted in accordance with current generally accepted accounting principles. This includes implementing new accounting policies as they arise
- In partnership with the VP Finance & Corporate Controller, act as an internal financial consultant to different areas of the business in order to advise on the financial impact of decisions, and assist users in interpreting and understanding the results. Prepare supplementary operational reports to assist management in evaluating results
- Partner with the business in it's growth strategy by assessing financial regulatory requirements in each new state and province the business plants a flag. This includes but is not limited to indirect tax compliance, property tax and new legislative changes as they arise.
- Provide support for the financial forecasting process and assist in the preparation of the annual budget.
- Build effective partnerships with staff throughout the organization
- Be a part of Certarus' drive for process innovation - Develop new processes and systems to support the general accounting and financial reporting process
- Provide training and coaching to the general accountants within the team
- Respond to ad hoc requests for financial information
- Act as a key contact with external auditors as required during the financial statement audit and the preparation of tax returns.
- Assist in the day to day treasury and banking functions.
- Contribute to the overall effectiveness of the enterprise by performing other duties as required

The ideal candidate:

- Accounting or Finance Degree
- Completed professional accountancy program (CPA)
- 5+ years of experience at a Manager/Controller level
- Relevant financial accounting, reporting and management experience
- Advanced/expert Excel skills; intermediate PowerPoint skills

- Data analytics a significant asset
- Strong analytical and critical thinking
- Detail oriented and takes initiative
- Demonstrated leadership and influencing skills with the ability to get things done
- Excellent interpersonal skills; a team player who can act as both a leader and an individual contributor as required
- Confident and effective communication (written & verbal)
- Is adaptable and comfortable with ambiguity and change
- Highly service-oriented with exceptional organizational and follow up skills

The measures of success:

- Contribution to financial objectives
- Individual objectives linked to the achievement of department goals
- Feedback from internal and external clients
- Leadership behaviors - all employees at Certarus are expected to:
 - Inspire with Performance
 - Lead with Passion
 - Own it with Pride
 - Earn lasting Relationships

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

Please send resume and cover letter to: careers@certarus.com