



Indirect Tax Analyst

THE COMPANY

Headquartered in Calgary, Alberta and with operations near Fort St. John, British Columbia, Pacific Canbriam Energy Limited ("PCE") is committed to our 5Cs business philosophy of creating benefits for our Community, Country, Climate, Customer, and Company.

Pacific Canbriam believes that the quality of its resource is a strategic asset that differentiates the company. Early efforts to identify a scalable, low cost supply source led to a focus in the Altares and Kobes Montney regions in northeast B.C. The Montney is a world class resource and Altares is among the highest quality areas. The region possesses a unique combination of thickness and over-pressure, which contributes to highly efficient stacked resource development and strong well deliverability. Pacific Canbriam's Montney resource also possesses a high liquids content and overall rock quality that translates into a highly competitive supply cost.

We believe that teamwork is the foundation of our success. We have established a culture where problem solving skills and critical thinking are highly valued. Individual technical disciplines collaborate to achieve common objectives and continuously improve results. PCE's strategy and its culture are centered on this commitment.

PCE is committed to protecting people and the environment through responsible natural resource development. We are proud to engage in industry-leading sustainability practices and promote continuous improvement throughout all areas of environment, social and governance (ESG) topics.

The next iteration of our integrated approach relates to the planned export of our natural gas to markets in growing economies overseas. To achieve this aim, PCE will supply B.C.'s proposed Woodfibre LNG project, which will liquefy the natural gas and load it into vessels. The natural gas will be shipped to help supply a growing demand for cleaner sources of energy in Asia.

THE POSITION

PCE is currently searching for an Indirect Tax Analyst based in Calgary, AB. The successful candidate will be a proactive self-starter and will play a key role in the Tax Team. Reporting to the Tax Manager, the successful candidate will be directly responsible for all indirect taxes, including GST/HST, BC PST, Federal Excise Tax, Federal & BC Carbon Tax, and BC Motor Fuel Tax.

Key Responsibilities

- Strong understanding of all applicable indirect tax legislation, particularly GST/HST and BC PST legislation, and experience in applying tax provisions to resolve current business issues.
- Work with PCE business groups to complete all monthly, quarterly, and annual indirect tax filings.
- Review of invoices to conclude whether BC PST has been correctly applied and/or whether BC PST exemptions are applicable. Submit BC PST refund applications in a timely manner and effectively work with BC PST auditors to finalize/approve refunds.
- Preparation of exemption certificates as required.

- Serve as the primary point of contact for all indirect tax questions and issues from PCE business groups. Proven ability to effectively research indirect tax issues and clearly communicate recommendations.
- Manage all indirect tax audits initiated by the Canada Revenue Agency (CRA) and/or provincial taxation authorities, including responding to all queries and maintaining a working relationship with auditors.
- Keep up to date on changes (or proposed changes) to tax legislation and communicate such changes to interested stakeholders across the business.
- Continuous learning of the oil & gas and LNG industries.
- Other duties as assigned.

THE INDIVIDUAL

About You

- Ability to work with minimal supervision and proactively complete multiple assignments simultaneously.
- Effective verbal and written communication skills and an ability discuss tax issues in an easy-to-understand manner.
- Enthusiastic approach to daily activities with a strong motivation continuously learn.
- Ability to self-start and prioritize workload.
- Willingness to (occasionally) work beyond a 37.5-hour work week to complete assignments as required.

Qualifications

- Minimum 5-7 years of experience leading or working as part of an indirect tax team, either with an accounting firm or in the oil & gas industry.
- CPA Designation.
- Ability to effectively use Excel, Word, and PowerPoint.

APPLICATION PROCESS

Please submit your resume and a cover letter to HR@pacific-canbriam.ca. Be sure to address your cover letter to **Brett Wickerson, Tax Manager**, indicating your interest in the position and how your experience meets or exceeds the qualifications. PCE thanks all candidates however only those selected for an interview will be contacted.

PCE is proud to be an equal opportunity employer. We firmly believe that having a diverse team not only celebrates our differences, but also drives innovation while optimizing performance. We commit to fostering a diverse, equitable and inclusive environment, where talented people collaborate to continuously improve - collectively building an extraordinary vision for the future.

PCE encourages qualified applicants of any race, religious belief, colour, national or ethnic origin, disability, age, marital or family status, sex or sexual orientation, gender identity or expression to apply. Hiring decisions are based on merit, qualifications and unique business needs. We do not tolerate any discrimination, harassment or workplace violence and will investigate and remedy any claims in a timely manner and take appropriate corrective action.

PCE is committed to providing reasonable accommodations for qualified individuals with disabilities. If you require assistance with this application please reach out to HR@pacific-canbriam.ca