



## Accounts Payable Supervisor

### THE COMPANY

Headquartered in Calgary, Alberta and with operations near Fort St. John, British Columbia, Pacific Canbriam Energy Limited ("Pacific Canbriam" or "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 excellence are highly valued. Individual technical disciplines collaborate to achieve common objectives and continuously improve results. PCE's strategy and its culture are centred on this commitment.

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, Pacific Canbriam 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

We are seeking an Accounts Payable Supervisor who is detail-oriented, can take initiative and is accountable for problem solving and managing deadlines. Reporting to the Controller, this role is responsible for leading the Accounts Payable department, ensuring timely and accurate processing of all invoices and payments. This position is based in the corporate office in Calgary and interacts internally across all departments and externally with vendors. We are currently preparing to transition our invoicing software from Powervision to OpenInvoice. This role will be responsible for the successful implementation and rollout of the new software into the organization.

#### *Key Responsibilities*

- Lead the A/P department, ensuring all invoices and payments are processed accurately and in a timely manner
- Process the weekly EFT / cheque runs and set up wire payments as needed
- Review invoices in Powervision until OpenInvoice is implemented
- Review monthly bank reconciliations and all related journal entries
- Respond to vendor inquiries, making sure the AP email mailbox is kept up to date
- Manage vendor onboarding process
- Code employee expense reports while checking for accuracy
- Ensure that all company policies related to areas of responsibility are being adhered to
- Supervise and mentor junior staff
- Create financial accounting entries
- Work with the Finance team on special projects



## THE INDIVIDUAL

As a key member of the Finance team, this is an exciting and challenging position in a growing organization. It is critical that candidates possess the following experience, and characteristics.

### *Experience*

- 5-10 years in full cycle A/P
- Minimum 2 years in supervisory or team lead role
- Preparing and / or reviewing bank reconciliations
- Qbyte software
- Prior use of Powervision and / or OpenInvoice software preferred
- Well rounded knowledge of A/P for oil and gas producers
- Proficiency in Microsoft Excel

### *Attributes*

The ideal candidate will:

- Have the ability to handle a multitude of activities with strong prioritization skills
- Always be accountable for deadlines and commitments
- Be resourceful, with strong communication skills to seek information and collaborate with others
- Be eager to learn and roll up their sleeves to get the work done
- Have a precise approach to work and a keen attention to detail
- Have a positive attitude and excitement to contribute to a high performing team
- Value open communication and have a willingness to invest in working relationships
- Ability to handle large volumes of data that may be repetitive in nature, while maintaining accuracy

## APPLICATION PROCESS

Please submit your resume and a cover letter to [hr@pacific-canbriam.ca](mailto:hr@pacific-canbriam.ca) prior to 8:00 am on Monday, November 22, 2021. Address your cover letter to **Ashley Hallett, Controller**. To be considered, you **must** detail how your skills, expertise and experience meets or exceeds the experience and attributes noted above. Pacific Canbriam thanks all candidates however only those selected for an interview will be contacted.