



## Role Requisition

Role title: Accounts Receivable/Payable Specialist

### About the Company:

We are Ener-Controls Audit Services Inc.- established 2011.

For 12 years, we have served 60 plus upstream oil and gas producer/midstream clients with EPAP, measurement, drafting and methane/emissions services.

### Position overview:

We are urgently looking for an Accounts Receivable/Payable Specialist.

This position will be responsible for the successful administration of the full accounts receivable and payable cycle and other ad hoc accounting and administrative duties.

### Accounts Receivable:

- At least twice a week, review and assess Receivables status on Ener-Controls Accounting system/software (currently excel with potential to migrate to Xero).
- On emailed direction from Management, create and issue client invoices in a timely manner. Save invoices under client folder in Sharepoint.
- Update AR system and Bookkeeping sheet for all invoices issued, including amount, issue date.
- Reconcile and manage Aged-Accounts-Receivable report: Conduct 30/60/90-day follow-ups with Ener-Controls clients late in paying invoices. Liaise with Collection Service should escalation to Collections be required.
- Prepare customer and/or general ledger analysis reports as requested.
- Manage the systematic filing of all pertinent AR records and documents in Sharepoint and Outlook.

### Accounts Payable:

- At least twice a week, review and assess Payables status on Ener-Controls Accounting system/software (currently excel with potential to migrate to Xero).
- Review all invoices received from Ener-Controls contract staff. Ensure invoice supported with backup as required and reconcile payable amount to PO or non-PO approval, sales proposal/plans or email-based authorization.

- Execute all payments out-bound including to Ener-Controls contract staff within contractually agreed payment terms with Contractors.
- Update AP system and Bookkeeping sheet for all invoices paid, including amount, issue date.
- Reconcile and manage Aged-Accounts-Payable report
- Prepare vendor and/or general ledger analysis reports as requested
- Manage the systematic filing of all pertinent AP records and documents in Sharepoint and Outlook.

#### **Tax Accounting Support:**

- Prepare year-end file for external Tax Accountants
- Serve as Primary point of contact for Tax Accountants at year-end and any time during year.

#### **Qualifications:**

- 5+ years' experience in an Accounts Payable & Receivables related position
- Degree or Diploma in an Accounting related discipline

**Job Type:** Contract, with potential to be a permanent FT (salaried) role

**Pay:** \$35 to \$40 per hour on contract to start (depending on experience), with potential to negotiate a full-time salary over time and should need arise.

**Estimated number of hours per week:** 16. The role is best suited to someone who is looking for more work with a great degree of flexibility on where the work is performed.

**Work Location:** Fully remote (no in-office requirement) and all communication via Teams/video call.