

JOB DESCRIPTION

Company: Chinook Drilling, A Division of Total Energy Services Inc.

Position Name: General Accounting Clerk

Location: Downtown offices - Calgary, Alberta

Type: Full time

Reporting Relationships: Divisional Controller

About Total Energy: Total Energy Services Inc. ("Total Energy") is a growth oriented energy services company based in Calgary, Alberta. Through various operating divisions and wholly-owned subsidiaries and partnerships, Total Energy is involved in three businesses: contract drilling services, rentals and transportation services and the fabrication, sale, rental and servicing of new and used natural gas compression and process equipment. Together these businesses provide a platform for building long-term shareholder value.

Key Responsibilities

General Accounting including:

- Entering vendor invoices into accounting program.
- Match invoices to Purchase Order, investigate any differences and distribute for the approval and coding.
- Generate cheques according to the payment schedules. Obtain appropriate approvals to release the cheques.
- Calculate and process employee expense reports.
- Perform month-end tasks such as accruals, adjustments and reconciliations.
- Prepare and enter journal entries.
- Prepare and file Government remittances (GST, PST).
- Establishing credit with new vendors. Obtaining approvals for creating new vendors.
- Communication with Rig Superintendents and Rig Managers on various issues. Maintain good working relationships.
- Communicate with the vendors and resolve any issues. Maintain a good relationship with the vendors.
- Ensure that accounts payable procedures are performed in accordance with established internal control system.
- Constant communication with Supervisor and Controller on any issues/questions.
- Provide assistance with Payroll.

Required Competencies

- Minimum of 5 years of accounting experience
- Drilling industry experience is preferred

- Accounts payable experience is a must
- Full cycle accounting is an asset
- Simply Accounting/Sage experience not required but would be an asset
- Ability to adapt to a changing work environment, work independently, and as a team player
- Excellent organizational skills
- Ability to multi-task and work under tight deadlines in a fast-paced office environment
- Fast information processing (typing) skills
- Strong written and verbal communication skills
- Intermediate computer skills (Word/Excel)
- Excellent interpersonal skills with the ability to maintain confidential information