

## Search #966 Senior Cash Management Analyst

### The Organization

Our client is a Calgary-based, private fast paced, dynamic Oil and Gas company, with operations located in the south-eastern area of Alberta, producing more than 60,000 BOE/day with a diverse product portfolio consisting of a 60% gas and 40% oil production. They have grown through acquisition and drillbit, with plans to continue to expand.

### Why Consider This Role?

- This is an excellent opportunity to work for a growing, entrepreneurial Canadian energy company.
- They are a flat organizational structure so visibility throughout the organization is high.
- The company maintains high standards that will allow the candidate to broaden and develop their capabilities.
- This is a challenging, complex position because of their unique structure. Every day is interesting.

We are looking for a **Senior Cash Management Analyst**. This position demands ownership, accountability, and excellent interpersonal, planning and problem-solving skills, while being highly competent on a transactional basis. The successful candidate will be responsible for various treasury accounting and reporting tasks, with a solid grasp of the related transactions understanding both source and use of funds, as well as operational and financial accounting. You will possess exceptional communication skills, demonstrate a positive attitude and be a solution-based individual.

### Duties include but are not limited to:

- Embrace and maintain our robust and comprehensive 12-month cash forecast
- Build a strong understanding of the business to identify and evaluate variances within forecasts
- Oversight Corporate and Joint-Venture Cash Management and the full cycle accounting of payables and receivables.
- Management and execution of monthly payment run's, EFT's and wire transfers.
- Ensure sufficient funds are available to cover operational and capital investment needs.
- Prepare and track monthly Cash Calls from Joint Venture partners
- Advise on cash movements for the annual Strategic Planning process, including the development of the Five-Year Business Plan and the Annual Budget
- Responsible for monthly Inter-Company cash reconciliations and monthly bank reconciliations.
- Coordinate annual Insurance renewal, complete counterparty creditworthiness assessments, credit applications.
- Assist with the coordination of the annual audit.
- Maintenance of financial authority matrix.
- Monthly corporate entries, including accruals.
- Support monthly Governmental filings, GST and NRT.
- Provide other assistance to the Finance Department as required.

### The ideal candidate will possess the following qualifications:

- University degree in Commerce, Economics or a CPA designation, greater than 10 years of progressive relevant Oil & Gas experience; multiple legal entities is an asset.
- Ability to work and communicate effectively in fast-paced, cross functional team to develop collaborative working relationships.
- Self-starter with strong analytical, problem solving and organizational skills.
- Extensive experience of P2 Qbyte systems including Financial Management (FM), Optix Reporting and Open Invoice systems are essential.
- Advanced Microsoft Excel skills are a must and proficient with Microsoft Word.
- Attention to detail and high degree of accuracy is essential.

**To Advance Your Career Reply in Confidence to  
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