



POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Senior Accountant	POSITION NUMBER	A4FB02
REPORTS TO	Controller	POSITION GRADE LEVEL	I
HOME COMMUNITY	Baker Lake	POSITION TYPE	Indeterminate

PURPOSE	Reporting to the Controller, the Senior Accountant will assist the Controller in the full cycle accounting, analysis and support. In this role, the incumbent will also assist in the timely and accurate preparation of the financial statements and all other financial and regulatory reporting activities.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Review and manage general ledger accounts and account reconciliations on a timely manner. Responsible for fixed assets and amortization. Assist the Controller with internal and external reporting, including variance analysis and KPIs. Assist with the preparation of budgets and forecasts. Assist with ad-hoc projects, financial analysis, and decision support information. Coordinate month-end and year-end closing activities, including preparation of adjusting accounting entries for audit working papers. Assist with internal and external audits. Provide support and backup to Finance staff as required. Perform other related duties as assigned.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> Bachelor’s degree in business or commerce with a major in accounting. Completion, or near completion of an accounting designation (CPA, CMA, or CGA) is required.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> Minimum 5 years working experience in a business environment in the accounting field. Experience in the supervision and development of staff an asset.
INTERPERSONAL SKILLS	Interaction is with a variety of people. These may be fellow employees, customers, the public, or others outside the organization. Communications are of limited difficulty. Interactions usually involve routine, straightforward exchanges of information. Interactions typically involve non-stressful encounters and dealing with straightforward interpersonal problem situations.
CONCENTRATION	Work involves a routinely moderate degree of high alertness and concentration to complete job tasks. Employees usually control their own work pace; however, there are some time pressures to finish specific job tasks.
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion.
SCOPE	There is a limited to moderate degree of job structure. Job tasks are generally straightforward, with some degree of repetitiveness. Employees receive general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines.
MATERIAL RESOURCES	Work requires moderate responsibility for material resources. The employee has a moderate amount of control over these resources. The cost of errors might result in moderate damage, waste, and/or financial loss.
INFORMATION RESPONSIBILITY	Work typically requires a moderate degree of responsibility for information. Information is often sensitive, protected, and/or confidential. The importance of the information is usually of moderate significance and complexity.
SUPERVISORY	The job requires the provision of occasional guidance and training to others.
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.
AUTHORIZATION	

_____ Senior Manager (Department)	_____ Date	_____ President and CEO	_____ Date
_____ Supervisor	_____ Date	_____ Employee	_____ Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.