



**NTE Discovery Park Ltd.** is located in Campbell River on the northeast coast of Vancouver Island B.C. Discovery Park is a 1,200 acres multi-use site with existing infrastructure in place including a 200 MW substation, a full-scale water treatment plant, and an industrial scale landfill. The site has ocean front access.

We are currently recruiting for a **Financial Accountant**. Reporting to the Financial Controller, this position will work on site within a matrix reporting structure. This role provides the opportunity to be involved in a full range of responsibilities including the following:

**Accountabilities & Responsibilities:**

- Responsible for full cycle accounting for a multi-functional industrial park in Campbell River including financial, commercial, and operation accounting.
- Responsible for all general accounting including accounts receivable invoicing and collection with monthly AR status report.
- Preparation of budget and budget comparisons to actuals.
- Monthly depreciation calculations.
- Accounts receivable invoicing and collection with monthly AR status report.
- Manage active leases and invoicing in accordance with active lease agreements.
- Booking property tax invoices and accruals.
- Monthly account reconciliations.
- Booking monthly transportation AR and accruals.
- Monthly GST submissions.
- Responsible for completing Statistics Canada Surveys as required.
- Monthly G&A Accruals.
- Financial loan tracking.
- Project cost tracking.
- Other ad-hoc projects as assigned.

**Qualifications:**

- Professional accounting designation
- 5+ years of related experience
- Proven ability to manage numerous deadlines and responsibilities
- Strong verbal and written communication skills
- Thrives in a collaborative team environment
- Self-driven with attention to detail and positive attitude
- Advanced excel skills
- Qbyte experience and knowledge of IFRS are considered assets.

If you are interested in this career opportunity, please a resume to [human.resources@nt-energy.ca](mailto:human.resources@nt-energy.ca). Please include the job title in the subject heading.

*NTE Energy Canada thanks all applicants for their interest but only candidates chosen for an interview will be contacted.*