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[chieftainenergy.com](http://chieftainenergy.com)

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## Employment Opportunity

### Chieftain Energy – Accounting Associate

**Competition#:** 4N22-020  
**Wage:** Commensurate with Experience  
**Hours of Work:** Full-Time (35-40 hours per week)  
**Duration:** Permanent  
**Location:** Whitehorse, Yukon  
**Closing Date:** Until filled

The partners of Chieftain are excited and committed to powering Yukon's future and operating in business that enhances the lives of Yukoners, enriches the lives of its employees and shareholders and above all else delivers a competitive product to its customers.

The Accounting Associate reports to the Finance Manager and will provide support to Chieftain's administrative team by performing a variety of tasks related to all financial aspects of the business, including balancing inventory, invoicing, preparing reports and statements, reconciling sales and purchases, managing payables and receivables, and fuel taxation. The role requires excellent time management skills and an ability to work under pressure with a high level of accuracy and confidentiality, to meet strict deadlines, and mandatory audit and compliance requirements. The incumbent must abide by all Company policies and procedures, and participate in safeguarding fiscal, safety and environmental responsibilities.

#### Why work for us?

- Flight benefits with over 70 airlines worldwide
- Promote from within – 2/3 of our management team started in entry-level jobs at 4N
- Employer paid health and dental benefits
- Group RRSP investment options

#### Key responsibilities include:

- Organize and process fuel delivery paperwork, including manifests, fuel slips and bills of lading (BOLs) for loaded fuel
- Reconcile invoices with manifests and/or bills of lading (BOLs)
- Oversee daily balancing of fuel transactions, purchases, sales, and inventory transfers
- Support the management and reconciliation of credit accounts, accounts receivable and accounts payable
- Communicate with internal and external clients, vendors and government representatives as required
- Prepare and submit tax filings (fuel excise tax, carbon, motor fuel taxes, IFTA and any other fuel sales and indirect tax)
- Assist in developing credit and financial policies, and initiate continuous improvement programs
- Enter and reconcile accounts receivable (A/R) and accounts payable (A/P) as required
- Maintaining up-to-date and accurate digital and paper files
- Audit accounting entries performed by client facing staff for correctness and efficiencies, providing information to the Administration Manager for training and feedback purposes
- Assist in developing credit and financial policies, and initiate continuous improvement programs
- Process and reconcile credit card, electronic and online funds received to ensure bank account is current and accurate
- Perform other duties as request by the Accounting Manager

#### Qualifications/Conditions of Employment:

- Post-Secondary diploma with 1+ years' experience in tax, accounting, business analysis, or other finance related field. An equivalent combination of education and experience will be considered
- Advanced technical skill, including Microsoft Office (VLOOKUPS, pivot tables, index/match, conditional formatting, dynamic worksheets, financial modeling, etc.) and financial information systems
- Knowledge of transportation and logistics from a northern perspective, along with on and off-highway operations is an asset
- Previous experience in commodities, fuel, or trucking industry an asset
- Previous experience in audit or taxation an asset

- Maintain a high degree of professionalism with third-parties, including vendors, the general public and the communities we serve; represent Chieftain Energy and Chieftain Logistics as a company that values safety, professionalism and environmental stewardship
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

***\*\*\*Effective immediately, until such a time the federal government removes the vaccination mandate, Air North requires all new employees to be fully vaccinated at the time of hire and will request proof of vaccination upon onboarding. To request an accommodation under protected grounds, contact HR.\*\*\****

#### **How to Apply:**

Quoting competition #4N22-020, please submit your resume and cover letter to the Human Resources Department.

Email: [careers@flyairnorth.com](mailto:careers@flyairnorth.com)

In Person: Air North Office, 150 Condor Road, Whitehorse, Yukon

***Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 500+ employees.***

***We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.***

