

*EnerCorp Engineered Solutions, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp specializes in providing its customers sand filtration and sand management technologies / services, and custom fabrication. We are committed to delivering high quality specialty products and services, on budget, on time, and exceeding customer expectations while providing a safe and excellent working environment for our employees. EnerCorp provides innovative technologies produced in North America that deliver engineered solutions.*

## **1.0 DUTIES AND RESPONSIBILITIES**

The Accounting Manager will oversee the accounting policies and operations for the organization. The Accounting Manager will use their financial and accounting expertise to ensure accurate financial reporting, timely month end closing, provide strategic insights to the management team, and optimize EnerCorp's financial health and practices. They will ensure EnerCorp meets compliance and regulations related to taxes and other financial laws.

### **1.1 Specific responsibilities**

- Financial reporting and analysis by preparing accurate financial statements for the Canada division to ensure compliance, provide timely analysis of financial data, highlight key performance indicators, trends, and variances.
- Oversee all accounting functions for the Canada division and assigned consolidated accounting, and ensure all financial reports are prepared accurately and timely.
- Manage AP and AR functions to ensure accurate cash flow management and maintain healthy vendor and customer relationships.
- Manage month-end and year-end closing processes, ensuring timely and accurate reconciliation of accounts, and resolving discrepancies in financial records.
- Assist in ensuring smooth communication and accurate financial reporting across borders. Assist in coordinating financial audits, tax filings, and other regulatory requirements.
- Collaborate with the finance team cross-border to ensure compliance to Canadian and United States tax laws.
- Prepare flow charts, document processes, and create policies as needed for accounting functions and monitor internal controls to ensure the accuracy and integrity of financial information. Identify opportunities for process improvement to streamline operations and reduce inefficiencies.
- Assist in preparation of annual budgets and financial forecasts, providing insights on variances between actual and budgeted figures. Work closely with department heads to analyse and refine financial projections.
- Foster a collaborative environment, providing training and guidance to ensure high performance and growth.

### **1.2 Education, Training and Experience**

- Bachelor's degree in Accounting, Finance, or related field.
- CPA or other professional designation is preferred.
- Minimum of 5-7 years of experience in accounting, with at least 2-3 years in a managerial or supervisory role.
- 2+ years manufacturing accounting experience required.

- Strong knowledge of Canadian accounting standards and tax regulations, with familiarity with U.S. accounting principles and cross-border financial matters.
- Software experience in NetSuite and ERP experience preferred.

### 1.3 Skills and Abilities

- Great interpersonal and verbal communication skills.
- Sound knowledge of accounting principles, standards, and regulations.
- Experience with accounting software (NetSuite) and Microsoft Excel.
- Strong analytical and problem-solving skills.
- Superior data management and data analysis skills.
- Strong time management and organizational skills with a proven ability to meet deadlines.
- Detail oriented individual with proven ability to prioritize and complete multiple projects concurrently, accurately, and within projected deadlines.
- Ability to offer creative solutions and resourceful problem-solving skills a must.

### 2.0 PHYSICAL, TRAVEL AND SAFETY REQUIREMENTS

- Must be willing and able to work 8 hours or as necessary to meet multiple deadlines.
- Must be able to work on various projects under pressure.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk or hear.
- Specific abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### 3.0 BEHAVIORAL COMPETENCIES

- Must have ability to pay attention to detail.
- Possess good communication skills.
- Able to work with or without supervision.
- Dedication & commitment to team focus common goals.
- Ability to act with integrity, professionalism, and confidentiality.
- Able to be flexible and adaptable to the ever-changing needs of clients and industry.
- Fosters a positive working relationship with co-workers, customers, clients and management.
- Maintain an “above approach” lifestyle that reflects the company’s values. Teamwork. Caring. Integrity. Work ethic. Innovation.

### 4.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature



Employee Printed Name

Supervisor Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

***The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all employee responsibilities, duties and/or skills required.***