



Position	Junior Accountant
Experience Level(s)	University Student
Job Type	Contract position – Starting December 1, 2024
Education Level	University – Bachelors program (must be currently enrolled)
Location	Corporate Head Office - Calgary, Alberta, CA
Date Posted	September 3, 2024
Closing Date	September 27, 2024

Position Summary

Are you a university student passionate about accounting and eager to apply your knowledge in a real-world setting? Gear Energy, a leading publicly traded energy company with operations across Alberta and Saskatchewan, is looking for a motivated and detail-oriented Junior Accountant to join our team. This is a unique opportunity to gain hands-on experience in a collaborative and innovative environment where your contributions truly make an impact. This is a four or eight-month contract position based in Calgary and starts December 1, 2024.

Responsibilities

- Engage in the full cycle of accounts payable by receiving, verifying, and entering invoices into our accounting system.
- Collaborate with various departments to ensure accurate coding and proper authorization of invoices.
- Build your communication skills by corresponding with vendors and responding to inquiries.
- Support accounting-related projects and gain exposure to different aspects of our finance department.
- Assist with general office duties such as filing and data management to keep our operations running smoothly.
- Perform other related duties, as required.

Qualifications

- Are you someone who sees challenges as opportunities for creativity and innovation? At Gear, we value team members who can bring a positive energy to every project, inspiring others with their can-do attitude even when the going gets tough. If you're the type of person who can turn 'problems' into 'puzzles,' we want you!
- Do you have a knack for spotting the one typo in a sea of text or balancing your study schedule like a pro? Gear is looking for individuals who thrive in an environment where attention to the smallest details can make a big difference.
- Have you ever balanced a budget for a student organization or meticulously tracked expenses for a club event? While prior accounting experience is a plus, what matters most to us is your ability to apply practical skills to real-world scenarios.
- Are you the go-to person for spreadsheet wizardry among your peers? At Gear, we need team members who can navigate Excel like a second language and are excited to learn new tools. If you've ever built a complex formula to solve a problem or designed a dashboard for fun, we think you'll love the challenges we have in store.
- We're looking for students who are passionate about the field and keen to put theory into practice. If you've found yourself diving into case studies or seeking out additional certs because you love accounting, we could be the perfect place to channel that enthusiasm.

Why Join Gear?

At Gear, we value our team members and believe in providing opportunities for growth and development. You'll work closely with experienced professionals who are committed to helping you succeed. We offer:

- A supportive and inclusive work environment that fosters collaboration and innovation.
- Opportunities for professional growth, including mentorship from industry leaders.
- Flexible work hours that allow you to balance work with your academic commitments.
- A chance to contribute to meaningful projects that impact the company's success and build your skillset.

Applications are being accepted until September 27, 2024 and can be submitted to info@gearenergy.com
Thank you for your interest in Gear Energy – only successful candidates will be contacted.