

Role: Accounts Payable Clerk

FTE: Permanent Full-Time

Location: Calgary, AB

About Us

Questor Technology (www.questortech.com) is an international award-winning clean technology company solving the world's biggest environmental emissions problems. Founded on the premise of leaving the world better than we found it, our innovative, patented, ISO approved technology delivers the most environmentally responsible, cost effective, and sustainable way for our clients to meet their emissions reduction targets. Our vision is simple: We are passionate about creating a cleaner, sustainable future for everyone. We believe that together we can create a path to net-zero, create clean power for the communities we serve, and have fun in the process.

Position Overview

Are you a highly motivated, proactive, passionate professional who thrives in a corporate environment? This is an outstanding opportunity to add significant value to our highly regarded and longstanding team doing pioneering work in the global emissions reduction space.

The **Accounts Payable Clerk** will join our driven and passionate Finance team, and be responsible for the preparation of complex financial and statistical analyses to support vital business and external requirements. As a key teammate, you will drive Questor's growth through continuous improvement of financial processes, and development or enhancements to processes and controls.

Our Ideal Candidate:

- Ability to identify process and control issues and propose appropriate solutions
- Passion for continuous learning and growth
- Self-starter with excellent critical thinking, and sound decision-making skills
- Enthusiastic and committed to getting the job done in a fast paced, high-performing, dynamic environment with a willing to "roll up the sleeves" and "get the job done" attitude.
- Possesses excellent verbal and written skills

Roles and Responsibilities:

- Perform account receivable, procurement, and accounts payable functions
- Complete month-end working papers and reconcile GL accounts
- Perform research on accounting and tax matters
- Prepare budget to actual analysis
- Track expenses and prepare projects reports for government funding of R&D research projects
- Support with Canadian and US sales and income tax reporting
- Assist with the preparation of audit evidence during external audit process
- Analyzing financial results and variances
- Perform monthly, quarterly and annual management reporting package

Qualifications and Skills

- Relevant post secondary degree required, equivalent education and experience may be considered
- 2+ years of relevant work experience
- Understanding of general accounting principles
- Experience in reconciliations and other basic account activities
- Strong written and oral communication
- Intermediate computer application knowledge (Excel, Word, Outlook)
- Knowledge of Sage50 or similar accounting program would be an asset
- Previous accounting related office experience is an asset
- Demonstrated effective decision-making skills
- Strong obligation to integrity and accountability

What We Offer

Questor offers competitive pay, annual performance-based bonuses, health spending account and flexible working hours.

How to Apply

If you have a passion for numbers, and want to be part of a team that strives to make the world a better place we would love to hear from you. Candidates are encouraged to send a resume and brief cover letter to hr@questortech.com. Please state the job title in your subject line. We thank all applicants however only those individuals selected for interviews will be contacted. No phone inquiries or agencies please.

Questor Technology values and promotes the diversity of its teammates and communities we serve. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.