



## **JOB DESCRIPTION**

### **Manager, Operations Accounting and Financial Reporting (Contract)**

#### **The Company**

Heritage Resource LP ("Heritage Royalty") is a privately owned fee title company established in Calgary, Alberta resulting from a \$3.3 billion acquisition from Cenovus in 2015. Heritage Royalty is Canada's second largest fee title acreage owners, consisting of approximately 4.8 million acres in Alberta, Saskatchewan and Manitoba and also holds gross overriding royalties on 0.5 million acres at Pelican Lake and the Weyburn Unit. Heritage Royalty is seeking an experienced individual to fill a maternity contract as the Manager, Operations Accounting and Financial Reporting. We offer a collaborative work environment with an opportunity to make a significant contribution at all levels of the organization.

#### **What you will be doing in this role**

As the Manager, Operations Accounting and Financial Reporting, reporting directly to the CFO, you will be supervising a staff of 5 and are responsible for review and coordination of day to day accounting activities, monthly and quarterly financial reporting, and progression of internal controls within the organization.

#### **Specifically, you will be responsible for:**

- Reviewing general journal entries, payable/receivable entries and accruals
- Assisting staff members with questions from day to day tasks and accounting system operations
- Monthly operations and financial reporting to senior management
- Managing month end close and processing
- Masterfile maintenance and control
- Accounting research and policy memos
- Quarterly and annual financial statements and MD&A
- Tax and GST compliance
- Legal entity financial statements and tax schedules
- Reviewing and update internal controls using COSO Framework
- Working with all departments to update and streamline business controls and processes
- Updating documentation of process and procedures
- Ad hoc reporting and projects as required
- Overseeing auditor quarterly financial reviews and the annual financial audit
- Preparing quarterly audit committee materials for presentation and Advisory Board approval

#### **Your qualifications for the role**

The ideal candidate is extremely professional, friendly and willing to take initiative and work within small company start-up type of environment. The candidate will be expected to maintain and support a continuous improvement culture always looking for more efficient and effective financial processes and reporting while achieving high level governance. This role requires an individual with 5-10 years' of relevant experience and a CPA, CA designation. The ideal candidate is someone with strong interpersonal skills, ability to multi-task and good attention to detail.

#### **Additional qualifications you bring include the following:**

- CPA, CA designation with 5-10 years of relevant experience
- Effective and highly collaborative team player with strong interpersonal and problem-solving skills
- Advanced user in Microsoft Excel
- Experience with Qbyte considered an asset
- Self-motivated, can work independently, and is able to resolve issues with minimal supervision
- Ability to manage multiple tasks in a changing work environment

To apply please email [general.inquiries@heritageroyalty.ca](mailto:general.inquiries@heritageroyalty.ca) and reference  
Contact Land Analyst in the subject line. Only qualified candidates of interest will be contacted.