

Treasury Analyst

Primary Purpose of Position

Sinopec Canada is currently seeking a Treasury Analyst to join its Finance department. Reporting to the Treasury Supervisor, the Treasury Analyst will be responsible for running payment processes and monitoring and recording cash transactions.

Responsibilities

- Manage bank accounts and ensure compliance with internal policies and procedures;
- Prepare and run payment processes;
- Communicate with Accounts Payable and other departments to complete payments processes;
- Provide support for cash management;
- Prepare accruals and various month-end treasury entries;
- Update various Treasury spreadsheets on a daily basis;
- Collect and review Electronic Fund Transfer (EFT) information from vendors;
- Resolve internal and external payment queries;
- Prepare and enter deposits and cash receipts, when required.

Position Knowledge, Skills and Experience

- Strong working knowledge of QByte FM and Microsoft Office Suite, particularly Microsoft Excel;
- Previous experience with cheque and EFT processing;
- Customer service focused with effective communication and organizational skills;
- Strong sense of responsibility with flexibility to changing priorities;
- Works well independently and eager to assist others within the team;
- Displays a high-level of integrity in all actions, complying with and promoting the company's core values, a respectful work environment, and aligning with the code of business conduct;
- Demonstrated ability to understand and operate effectively in a diverse and multi-cultural environment.

Qualifications

- Minimum of 4 years of Accounting experience in the oil and gas industry;
- A post-secondary diploma in Accounting or a related area;
- Ability to communicate in Mandarin (written and verbal) is considered an asset;
- Must be legally entitled to work in Canada.

Come work with us!

If you are looking for meaningful new challenges and have a solutions-oriented attitude, we want to hear from you. Join Sinopec Canada for a workplace filled with diversity, rewarding work, and opportunities to develop new skills and grow your career.

To apply, submit your resume and cover letter on the careers section of our website, www.sinopeccanada.com. Only those selected for an interview will be contacted. Thank you in advance for your interest.