



Accounting Technician

Q2 Artificial Lift Services (ALS) has 32 repair and service facilities located across the Canada and the U.S. Our service locations are supported by a world-class manufacturing operation (API & ISO Certified), plus a highly skilled engineering and optimization group.

Q2 ALS manufactures high quality individual pump parts in the Oil and Gas Industry. We offer a complete product line of barrels, plungers, fittings, accessories and heat treated tubing needed for downhole pump installations.

The Accounting Technician is responsible for assisting in all accounting matters pertaining to Q2 Artificial Lift Services and other subsidiaries. This position will be based in Red Deer, Alberta.

Responsibilities:

- Posting Journal Entries
- Reconciling specific general ledger accounts
- Bank Reconciliations
- Fixed asset tracking
- Completing monthly reports such as GST and other statistical reports
- Data entry as required for accounts payable and accounts receivable

Qualifications & Experience:

- Completion of BADM Diploma or Accounting Diploma
- 1-2 years minimum relevant work experience
- Proficient in accounting, Microsoft Office and especially Microsoft Excel
- Ability to work independently and as part of a team
- Manage multiple tasks and prioritize
- Strong attention to detail

Apply:

Please provide cover letter, resume, salary expectations, and references with attention to Human Resources.

We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.