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Treasury and Financial Accountant

Job Type Full time, Permanent, Non-Union

Reporting To Manager, Treasury

Location Calgary

Company profile

Cavvy Energy is a majority Canadian-owned corporation headquartered in Calgary, Alberta with a focus on the exploration, extraction and processing of natural gas. Cavvy Energy owns and operates natural gas and liquids-producing assets across Canada, with a primary focus on our Foothills assets in Alberta with the capacity to produce approximately 45,000 boe/day, in addition to our three major sour gas processing facilities. Cavvy Energy employs approximately 300 people across its operating locations and Calgary head office. We are an inclusive and diverse team with many exciting challenges and opportunities for learning and career growth.

Position summary

Cavvy is seeking a Treasury and Financial Accountant who will play a key role in supporting Cavvy's treasury operations, while working closely and providing support to the Financial Reporting department. You will be responsible for ensuring timely data entry of all treasury related transactions into the company's accounting system, assist in the daily management of the company's treasury operations, and provide accounting support to other core areas within Finance.

Key responsibilities

Treasury Operations:

- Prepare all monthly treasury-related journal entries, ensuring accuracy and timely posting.
- Update and maintain the daily cash position, including short-term cash flow forecasting.
- Manage daily cash activities and support overall liquidity monitoring.
- Assist in maintaining the company's banking relationships and resolving banking related inquiries.

Banking & Reconciliation:

- Deposit incoming cheques and ensure timely recording of receipts. Cavvy Energy Role Description Treasury and Financial Accountant
- Monitor outstanding cheques and clear them from the accounting system once cashed.
- Prepare monthly bank reconciliations and investigate discrepancies.
- Set up wire payments to vendors and process GST and NRT tax remittances.

Accounts Payable Support:

- Assist with vendor maintenance, including validation of banking information for new and existing vendors.
- Support Accounts Payable with payment processing and uploading payment files to the bank.
- Record property tax disbursements and allocate expenses appropriately.
- Record monthly treasury related accruals in accordance with accounting policies.

Financial Reporting and General Accounting:

- Support the month-end close process by preparing G/L schedules, variance analyses and consolidation support.
- Support the preparation of quarterly MD&A, financial statements, and notes by compiling data, preparing working papers, and drafting initial content for senior accountant review.
- Assist with quarterly reporting cycles, including supporting schedules for external audit and compliance filings.
- Support the quarterly and year-end tax provision process by preparing working papers, gathering financial data, and assisting with draft tax return preparation.
- Prepare supporting documentation and schedules for quarterly reviews and year end external audits. Support the quarterly and year-end tax provision process by preparing working papers, gathering financial data, and assisting with draft tax return preparation.

General Support & Projects:

- Contribute to continuous improvement initiatives by identifying opportunities to streamline close processes, reporting, or control activities.
- Support the Manager, Treasury and Senior Financial Accountants in completing technical accounting tasks, special projections and ad hoc analysis.

Education, work experience, and skills

- Bachelor's degree in accounting, finance, or business.
- 1–3 years of experience in a similar role within the upstream or midstream energy sector, or related experience in financial reporting, accounts payable, or accounts receivable.
- Proficient in Microsoft Excel.
- Experience with Q-Byte/Optix is considered an asset.

- Highly organized and detail-oriented.
- Strong analytical skills with a high degree of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Able to work collaboratively and meet deadlines in a fast-paced environment.

Why Join Us?

At Cavvy Energy, you'll be part of a team that values safety, integrity, and operational excellence above all else. We take pride in running sour gas processing facilities and we know it's our people who make that possible.

Joining us means stepping into a role where your leadership directly shapes company performance, team culture, and continuous improvement. You'll work alongside experienced professionals who are passionate about safety and reliability, in an environment that encourages learning, accountability, and initiative.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

To apply please send resume to HR@cavvyenergy.com