

Job Posting: 10556 - Position: Accounting & Finance Intern

Co-op Work Term Posted: Fall 2019
App Deadline 06/26/2019 11:59 PM
Application Method: Career Bridge
Posting Goes Live: 06/10/2019 03:48 PM
Job Posting Status: Expired

Company Information

Organization Plains Midstream Canada
Salutation Ms.
Job Contact First Name Jane
Job Contact Last Name Doe
Contact Title Suite 1400, 607- 8 Avenue SW
Address Line One Calgary
City Alberta
Province / State T2P 0A7
Postal Code / Zip Code Canada
Country

Job Posting Information

Term Posted Fall 2019
Job Title Accounting & Finance Intern
Duration 8-12 Months
Job Location (City/Town) Calgary
Job Location (Province/State) Alberta
Job Description

Plains Midstream Canada (PMC) has a great opportunity for a highly motivated student(s) to join our Financial Reporting and Operational accounting team(s) for an eight or twelve-month term position beginning in September 2019. This is a great opportunity to gain invaluable industry experience to supplement your studies. Look forward to the opportunity to work in a dynamic and entrepreneurial environment!

Responsibilities:

- Develop an understanding of processes and overall function of assigned business group
- Achieve and complete assigned tasks as outlined at the beginning of the work term
- Assist with lease identification
- Prepare and complete journal entries
- Understand and develop required invoice coding
- Process transportation, expense and joint venture invoices
- Participate in joint venture audits
- Understand and handle account reconciliations for the team(s) as required
- Attend internal/external meetings, where applicable;
- Assist in various ad hoc requests as required

Job Requirements

Qualifications:

- Minimum 2nd year student enrolled in full-time studies in a post-secondary institution, working towards a degree in business, accounting and/or finance.
- Candidates must be able to commit to the full eight or twelve-month term (September 2019) to be considered for the program;
- A self-starter who is driven to learn;
- Ability to synthesize information to get to key aspects and provide supported conclusions/recommendations;
- Prior environmental work experience is an asset;
- Ability to work effectively in a fast paced environment;
- Demonstrated strong analytical and organizational skills;
- Proficiency with MS Office including Excel, Word and Outlook;
- Experience using SharePoint is an asset;
- Proven flexibility and the ability to adapt to changing
- Excellent computer and communication skills;
- Ability to work well within a team environment and under minimal supervision

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Management (BMGT) Accounting Finance
Salary	0.0
Projected Start Date	September 02, 2019 12:00 AM
Projected End Date	April 30, 2020 12:00 AM

Application Information

Application Material Required	Resume Cover Letter Transcript
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Additional Application Information

Plains Midstream Canada (PMC) is engaged in crude oil gathering, transportation and marketing activities within Alberta, Saskatchewan and Manitoba. Plains is also active in LPG marketing, production and storage in Canada and the U.S. Fueled by our strong management team and dedicated employee base, Plains has sustained strong growth and has aggressive development plans for the future. We are looking for highly motivated individuals who enjoy working as part of a team in a dynamic and entrepreneurial work environment.

We are looking for high achieving, analytical, creative, entrepreneurial and passionate individuals for our Internship Program(s). Interns at PMC will have the opportunity to dive into real projects from day one, as well as have the opportunity to enroll in one of our multiple in-house learning series to further your understanding of the Oil and Gas industry. As an intern, you will be challenged on a daily basis with dynamic and fulfilling work that will allow you to gain invaluable work experience and exposure to Calgary's leading industry.

Additional Requirements/Information for Candidates:

This is a 8 month term position beginning on September, 2019. Preference will be given to candidates returning to full-time studies upon completion of the work term. Please indicate in your application the name of the program you are currently enrolled in, your current year of studies and a current transcript. This position is based in our downtown Calgary office. Documents to

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

