



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

Associate - Taxation

Job ID	76321-en_US-5276	
Web Address	https://careers.indigenous.link/viewjob?jobname=76321-en_US-5276	
Company	TC Energy	
Location	Calgary, AB	
Date Posted	From: 2022-01-10	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Associate - TaxationReference Code: 76321 Location: Canada (CA) - Calgary, AB

Job Category: Accounting/Finance

Employment Type: Employee Full-time

Relocation Eligibility: This position is not eligible for our relocation program

Application Deadline: 01/21/2022 We all need energy. It warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. At TC Energy, our job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously.

Guided by our values of safety, integrity, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities.

We're proud of how our hard work and commitment sets us apart and benefits society, every day. We're looking for new team members who share our values and are ready to take on exciting challenges.

To remain competitive, support our high-performance culture and allow for more flexibility in the way we work, we offer a hybrid work model and flexible dress code for our eligible office-based workforce in Canada, the U.S. and Mexico.

The opportunityWe are seeking a driven Associate to support our Taxation Group. Reporting to the Vice President, Tax, you will contribute to our success by providing administrative support to the broader Tax team. In this role, you will provide leadership in coordination and collaborating with others to address departmental or interdepartmental tasks. Your helpful and positive attitude will be valued in this high pace environment. What you'll do

- Handle sensitive and confidential information in a timely and professional manner
- Work independently to develop, prepare, proofread, analyze and update PowerPoint presentations, Excel spreadsheets, reports, communication materials, correspondence and other materials; management of travel and preparation of expense reports
- Manage the Vice President's and departmental members' calendars with internal and external parties. This includes coordinating and set-up of meeting logistics booking rooms, catering, etc. as well as drafting meeting agendas and coordination of presentations where required
- Responding to emails and managing calendar on behalf of Tax Leadership Team
- Recording journal entries in SAP and processing purchase orders and invoices
- Preparation of monthly, quarterly reports
- Preparing tax payments and installments schedules
- Data extraction from SAP, BPC and other data bases
- Simple audit query information gathering and tracking of Audit Queries
- GL account reconciliations and GL account analyses (Balance Sheet, Income Statement and Fixed Assets)
- Departmental forecast preparation and monitoring
- Preparation of routine tax returns, management of Notice of Assessment and Reassessments
- Learning and handling CRA Online Access for Income Tax and Indirect Tax accounts
- Manage all Workforce, SAP, network access and other system changes, as well as the logistics for employees, new hires and contractors

Minimum Qualifications

- Post-secondary certification in business administration from a recognized institution
- Minimum of 4 years of related experience as a financial, business or operations role
- Exceptional computer skills, such as : MS Outlook, Word, Excel, PowerPoint, and Visio; in addition, ability to navigate the internet, prepare materials utilizing suite of Microsoft tools with minimal supervision and under tight deadlines
- Exceptional judgement and discretion when dealing with internal and external parties particularly when dealing with confidential matters
- Solid interpersonal and communication skills (written and verbal), must be able to effectively and efficiently work and collaborate at all levels of the organization

Preferred Qualifications

- Proven organizational, planning and prioritization skills; ability to work in a fast-paced environment and manage tight deadlines
- Excellent proofreading skills, strong attention to detail and accuracy, resourceful, able to solve problems and find solutions to meet department needs
- Ability to create/analyze information on dashboards, would be an asset
- Keen willingness and desire to learn new things, including new software applications
- Strong interpersonal skills and demonstrated ability to build rapport with network of colleagues across the organization

- Highly self-motivated with ability to work independently
- Proactively anticipate needs and prepare solutions before issues arise
- Manage all Workforce, SAP, network access and other system changes, as well as the logistics for employees, new hires and contractors
- Computer skills: SAP, PowerBI, Alteryx, Ascent would be an asset
- Knowledge of TC Energy policies and procedures with a general understanding of the organization's structure, business interests and key stakeholders would be an asset

About our business

TC Energy is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states.

Apply now! Apply to this posting by 01/21/2022 using reference code 76321. You must apply through our jobs system at jobs.tcenergy.com. Only applications submitted through our system will be acknowledged. Applications may be submitted using a mobile device or a desktop / laptop computer. TC Energy is an equal opportunity employer. Learn more Visit us at TCEnergy.com and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. * Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder. * Applicants must have legal authorization to work in the country in which the position is based with no restrictions. * All positions require background screening. Some require criminal and/or credit checks to comply with regulations. * TC Energy is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting careers@tcenergy.com.

For more information, visit TC Energy for Associate - Taxation