



## Financial Reporting Accountant

### Company Description

Touchstone Exploration Inc. is a dynamic and growing international energy company headquartered in Calgary, Alberta, with operations focused in the Republic of Trinidad and Tobago. We are committed to the exploration, development, and production of oil and natural gas resources, operating with an unwavering commitment to safety and operational excellence.

We strive to deliver long-term value to our shareholders and stakeholders by applying a disciplined, strategic approach to every aspect of our business. Our experienced leadership team fosters a culture of integrity, collaboration, and continuous improvement. As part of our team, you will contribute to meaningful projects in a supportive environment where professional growth and innovation are actively encouraged.

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### Position Summary

We are seeking a highly motivated Financial Reporting Accountant to join our growing finance team. Reporting to the Manager of Financial Reporting, this role is responsible for the preparation, analysis, and consolidation of financial statements for multiple entities and jurisdictions.

The successful candidate will play a critical role in ensuring the accuracy, completeness, and integrity of financial data across the organization. You will act as a key liaison between internal departments, external auditors, and other stakeholders, providing timely and accurate information to support business decisions and regulatory compliance. This role is ideal for a professional who thrives in a fast-paced environment and enjoys the challenge of working with complex accounting issues and international operations.

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### Key Responsibilities

#### Financial Statement Preparation and Reporting

- Prepare and consolidate monthly, quarterly, and annual financial statements for Canadian and Barbadian entities, ensuring full compliance with IFRS and other applicable accounting standards.
- Review and analyze results to identify trends, variances, and areas requiring management attention.
- Prepare working papers, schedules, and reconciliations to support financial statements and disclosures.
- Maintain and update disclosure workbooks and templates for internal and external reporting.

#### Account Reconciliations and General Ledger Oversight

- Perform and review complex reconciliations including cash and bank accounts, prepaids, accruals, capital leases, and corporate credit card activity.
  - Investigate and resolve discrepancies in a timely and accurate manner.
  - Ensure all journal entries are properly supported, reviewed, and recorded in accordance with company policy.
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#### TOUCHSTONE EXPLORATION INC.

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### **Audit and Compliance Support**

- Coordinate and compile documentation for external auditors, ensuring timely and accurate responses to audit queries.
- Assist with the preparation of audit-ready files, adjusting journal entries, and note disclosures.
- Support the execution of annual internal control testing to ensure compliance with regulatory and corporate governance standards.

### **Tax Support and Compliance**

- Assist in the preparation and review of corporate and subsidiary tax returns by providing supporting documentation, reconciliations, and working papers to internal and external tax advisors.
- Contribute to the preparation and filing of annual income tax returns and ensure compliance with local tax regulations.

### **Systems and Process Improvement**

- Work directly with OpenInvoice and internal invoicing platforms to manage vendor transactions and related journal entries.
- Leverage strong technical accounting and system skills, including advanced proficiency in Microsoft Office Suite and familiarity with ERP systems, to enhance efficiency and accuracy.
- Collaborate cross-functionally with finance, operations, and other internal teams to streamline reporting processes and support continuous improvement initiatives.
- Assist in the development and implementation of new accounting procedures and controls as the company grows and expands its operations.

### **Ad Hoc Projects and Team Support**

- Provide accounting and finance support on special projects as assigned, including budgeting, forecasting, and financial analysis.

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### **Qualifications and Experience**

- Bachelor's degree in accounting, finance or a related discipline.
- Chartered Professional Account designation (or in the final stages of completion) strongly preferred.
- Minimum of 3 years of progressive accounting or finance experience, with a focus on financial reporting roles.
- Solid experience in consolidation accounting and financial reporting within a multi-entity or international environment.
- Strong knowledge of International Financial Reporting Standards.
- Proficiency with invoice processing systems such as OpenInvoice or similar platforms.
- Advanced skills in Microsoft Excel and strong proficiency in Word, Outlook, and PowerPoint.
- Demonstrated ability to manage and reconcile large data sets accurately and efficiently.
- Analytical mindset with excellent problem-solving capabilities and the ability to interpret complex financial data.

- Strong organizational skills with the ability to manage multiple priorities and meet tight deadlines.
  - Excellent written and verbal communication skills, with the ability to clearly present financial information to diverse stakeholders.
  - Self-starter with the ability to work both independently and collaboratively within a team environment.
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### **Success Factors**

The successful candidate will:

- Demonstrate a high degree of accuracy, reliability, and integrity in all work performed.
  - Take ownership of tasks and proactively identify opportunities to improve processes and controls.
  - Thrive in a fast-paced environment and adapt quickly to changing priorities.
  - Build effective relationships across the organization to support timely and accurate financial reporting.
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### **Why Join Touchstone Exploration Inc.**

This is an exciting opportunity to join a fast-growing international company with a commitment to long-term success. We offer a supportive environment where your contributions are valued, and your professional development is encouraged.

Please submit your cover letter and resume to [resume@touchstoneexploration.com](mailto:resume@touchstoneexploration.com). If your qualifications align with our requirements, a member of our team will contact you.