

## Job Description



### **POSITION: Controller**

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Sunshine is a Calgary based public corporation, listed on the Hong Kong Stock Exchange since March 1, 2012. The Company is focused on the development of its significant holdings of oil sands leases in the Athabasca oil sands region. Sunshine owns interests in oil sands and petroleum and natural gas leases in the Athabasca region of Alberta. The Company is currently focused on executing milestone undertakings in the West Ells project area. West Ells has an initial production target rate of 5,000 barrels per day.

This is a full time, permanent position based out of Sunshine Oilsands Ltd.'s main office in Calgary, Alberta.

### **JOB DUTIES AND RESPONSIBILITIES:**

The incumbent will report to the CFO and be accountable for all treasury and finance operations.

Responsibilities of this role include, but are not limited to:

#### **Finance**

- Supervise and manage the accounting functions and personnel;
- Responsible for and oversee all consolidated and unconsolidated accounting (including production and joint venture accounting), budgeting, and accounting reporting;
- Assist the CFO in the corporate finance, strategic planning, business development, financial reporting, and disclosure of the Company;
- Liaise and monitor compliance with regulatory authorities, auditors, consultants, and lawyers;
- General accounting, financial controls, and public financial reporting;
- Oversee and direct the system of financial reports, accurately express the Company's financial position in order to provide to corporate management and the Board of Directors pertinent information on the operating results of the organization on a timely basis;
- Responsible for consolidated financial statements and management's discussion and other analysis;
- Oversee the balance sheet review and analysis process;
- In conjunction with other functional Managers, review the Company's financial progress, comparing results with approved plans and assist in forecasting operating results;
- Prepare reports and interpret financial results for management decision-making;
- Design, implement, and maintain financial controls and processes;
- From a financial control perspective, assist with ensuring best practices for corporate governance;
- Develop and maintain appropriate, current accounting policies and procedures and ensure accurate and thorough documentation of them under IFRS;

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- Support the preparation of financial data and information to be presented or discussed with financial analysts, banks, and investors;
- Coordinate external audit of financial statements and controls;
- Work with IT to develop, implement, and maintain the systems and procedures required to continually monitor and report on the financial performance of the Company, in compliance with internal controls, corporate policies, and procedures;
- Proactively ensure the Company is fully prepared for required changes in reporting requirements;
- Develop staff through coaching and mentoring.

### Treasury

- Directing and managing the treasury activities of the Company;
- Ensure financial transactions, policies and procedures meet corporate objectives and needs, and regulatory body requirements;
- Supervise the corporate banking, credit and investment functions, as well as accounts payable and receivable;
- Achieve the maximum utilization and security of corporate funds by determining cash requirements and maintaining appropriate cash flow with banking and investment institutions;
- Manage wire transfer operations and deposit and disbursement accounts;
- Analyzes financial records to forecast future financial position and budget requirements;
- Prepares financial reports for management;
- Participate in financing initiatives in conjunction with the CFO;
- Administration of all share based incentive programs and reporting of equity activity to regulatory bodies;
- Participate in implementing best practices in corporate governance;
- Review on a regular basis, the Company's insurance coverage and recommend revisions if necessary.
- Other duties as assigned.

### **REQUIRED EXPERIENCE AND SKILL SET:**

- A minimum of 10 years' experience at the Controller, or equivalent, level in the oil and gas industry;
- Professional accounting designation;
- Strong accounting knowledge with hands-on experience;
- Experienced in preparing internal and external consolidated financial statements, MD&A, and all regulatory requirements;
- Qbyte accounting software experience is an asset;
- Ability to make informed decisions;
- Ability to meet strict deadlines;
- Strong analytical and problem solving skills;

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- A self-starter attitude, and the ability to work well with little supervision and strong ownership of the work;
- A proven track record in successfully managing numerous, and rapidly changing financial priorities;
- Ability to delve into the details as well as execute strategic initiatives;
- Strong communication abilities, both verbal and written;
- A calm and focused demeanor, with a dedication to excellence and professionalism;
- Must be legally permitted to work in Canada.

Sunshine offers a competitive compensation program. If you are seeking a rewarding opportunity in a dynamic work environment, please email your resume to [careers@sunshineoilsands.com](mailto:careers@sunshineoilsands.com). Please include the position you are applying for in the subject line of your email. We thank all applicants for their interest in Sunshine; however, only those selected for an interview will be contacted. Visit our website for more information about Sunshine at [www.sunshineoilsands.com](http://www.sunshineoilsands.com). No search firms or telephone calls please.