

Accountant – Summer Student Full Time (May-August 2026)

With over \$6 billion of capital raised across the ARC Energy Funds, ARC Financial Corp. is Canada's largest energy focused private equity manager. ARC is seeking an enthusiastic individual to join our Finance & Administration Team in the role of Accountant (summer student). The successful candidate will have the opportunity to work within a dynamic and professional environment and be a part of a leading, energy-focused private equity investment firm that has a challenging, fast-paced, multi-dimensional and growing business with a long-term focus.

The successful candidate will work closely with and provide support to members of the Finance & Administration Team.

Responsibilities include but are not limited to the following:

- Assist with accounts payable and accounts receivable processes, including preparing and entering journal entries in accounting systems
- Prepare various reconciliations and reports (bank, intercompany, prepaids, accruals, etc.)
- Support external investor reporting and communications
- Assist with preparation of tax returns and supplemental tax working papers
- Research upcoming new accounting pronouncements and assess impact
- Participate in process improvement initiatives
- Provide general administrative support and clerical duties as required (data entry, emailing, scanning, reception vacation coverage, etc.)

Qualifications/Competencies:

- Currently enrolled in a post-secondary degree/diploma (Accounting or Business focus strongly preferred)
- Prior related work experience is an asset
- High degree of proficiency with Microsoft Excel and Word is required
- Excellent written and verbal communication skills with the ability to work openly, effectively and collaboratively within a team
- Analytical and strong attention to detail
- Strong organizational skills and ability to manage multiple tasks with varying deadlines
- Excellent interpersonal skills in dealing with all levels of internal and external clients
- High degree of professionalism and confidentiality

Please submit a cover letter and resume to

HR@arcfinancial.com

Please include the position title in the subject line.

No phone calls please. Only those applicants selected for an interview will be contacted.