



Position: **Accounting and Office Management Coordinator**

Organization: NGIF Capital

Employment Type: Full Time, Permanent

Location: Calgary

Reporting to: Manager Finance and Accounting

NGIF Capital is hiring an Accounting and Office Management Coordinator to support its accounting and administrative operations across NGIF and its fund, including finance, facilities, IT, and related activities.

About NGIF Capital

NGIF Capital is a venture capital firm with a dedicated team of professionals that operates current and future investment funds. NGIF Capital is unique in how it brings energy industry leadership to every investment with strong connections to every part of the value chain.

About the NGIF Accelerator

NGIF Accelerator is the not-for-profit arm of NGIF Capital and operates all technology and innovation programs. The NGIF Accelerator mandate is to de-risk and accelerate technology development by supporting startups through their pilot projects, field trials, and industry validation. It will coordinate with federal and provincial governments to co-fund projects to advance market commercialization. NGIF Accelerator currently operates the Industry Grants program and administers the NGIF Emissions Testing Centre program.

Key Responsibilities

The Accounting and Office Management Coordinator is responsible for performing and managing a broad range of accounting and administrative functions across NGIF and its fund. This includes activities related to accounting, finance, facilities, IT, and other support services. The role has a strong focus on Accounts Payable (AP) and requires hands-on execution of key tasks. Core responsibilities include:

Accounting and Finance:

- Performing accounting and bookkeeping tasks, including entering A/P and A/R invoices into the accounting system, processing payments, and recording financial transactions.
- Managing payment runs, ensuring timely approvals, communicating with vendors, and preparing bank transactions through the online banking platform (internal transfers, wire transfers, bill payments, EFTs).
- Issuing customer invoices following project team approval.
- Reconciling customer balances with the project team and following up on overdue invoices.
- Handling daily banking activities, such as processing and recording bank deposits and other transactions.
- Supporting the month-end close process by completing assigned accounting and scheduling tasks.



Administrative Support

- Be responsible for admin functions of the office
- Manage office supplies and keep track of inventory and general office upkeep and organization.
- Support organizing of various NGIF events
- Determine and establish office procedures and routines
- Greet people and direct them to contacts or service areas
- Answer telephone and relay telephone calls and messages
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems

Who are you

- 3+ years of experience in accounting and finance, preferably in accounts payable section
- You are detail oriented and customer focused.
- Ability to work in a fast-paced environment
- You thrive in an environment that involves multitasking.
- Good skills with accounting software (Quickbooks), Microsoft Excel, Word, Outlook, and PowerPoint
- Good accounting knowledge
- Bachelor's degree or Canadian certificate/diploma in accounting or finance

How to Apply

- Please send your resume and cover letter with attention to Ali Tarar with the subject line "Accounting and Office Management Coordinator" to: finance@ngif.ca for consideration by **Sep 21, 2025**.
- Applications will be reviewed on a rolling basis until the deadline.

Only candidates selected for an interview will be contacted. We welcome diversity in the workplace and encourage applications from all qualified candidates.

NGIF Capital values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. If you are invited for an interview, please notify us of any particular adaptive measures you may require. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NGIF Capital throughout the recruitment, selection and/or assessment process for applicants with disabilities.

NGIF Capital is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.