

## Position Description

**Title:** Accounting Coordinator  
**Location:** Toronto  
**Job Type:** Full-Time/Permanent

Hydrostor (“Hydrostor” or the “Company”) is a leading developer of Advanced Compressed Air Energy Storage (“A-CAES”) systems, a technology uniquely suited to enable the transition to a cleaner, more reliable electricity grid. A-CAES provides grid services that are not readily replicated by other storage technologies, giving it unique market potential. It flexibly addresses bulk electricity system needs for dispatchable capacity, renewable integration and optimization, transmission deferral and ancillary services, and is ideal for use in behind-the-meter or remote applications for large industrial operations (such as mines, data centres, etc.). Hydrostor’s solution delivers low-cost, long duration bulk energy storage (hundreds of MWs, 6 - 24+ hours) that is synchronous and emission-free and can be located where required by the grid.

Hydrostor is based in Toronto and is advancing projects in the U.S., Australia and the UK aggregating 1,200 MW/~10,000MWh. The Company also has an active pipeline of earlier stage projects, and recently raised US\$250 million from Goldman Sachs that will allow it to build its first two projects and significantly expand its pipeline of development projects globally.

Hydrostor is a fast-paced, results-driven organization entering a stage of high growth. As the company is ramping-up its team, it has established a set of core values, tied to its mission:

<b>Trust</b>	Honesty and integrity will never be compromised
<b>Teamwork</b>	“We” is greater than “I”
<b>Accountable</b>	Taking ownership comes with responsibility
<b>Dynamic</b>	Strive for greatness by being creative and innovative
<b>Caring</b>	Nurturing our relationships and work-life balance
	
<b>Impact</b>	Enabling the global energy transition

### THE POSITION

The Accounting Coordinator is expected to have knowledge and experience in full-cycle accounting. The ideal candidate would be mature, friendly, organized, flexible, self-initiative, highly motivated and enthusiastic, and would be looking to bring their experience to grow with

the Company. The successful individual is an energetic professional experienced in handling a wide range of accounting and supporting duties, able to work independently and enjoys the administrative challenges of supporting an office of diverse individuals.

## **RESPONSIBILITIES**

- Coordinate and/or prepare employee expense reports
- Prepare and process credit card reconciliations
- Assist to process purchase requests, purchase orders, invoices and employee expenses. Follow up on system approval in accordance with the Company policy
- Complete credit application forms for submission to vendors
- Print cheques and set-up ACH/Wire/EFT for payment approval
- Liaise with the team and coordinate with vendors to reconcile balances and resolve any invoice related issues
- Maintain the general agreement email, agreement register and file management
- Assist in the maintenance of the general accounting email, and reply to request from vendors and internal departments
- Assist in the preparation of monthly journal entries, reconciliations and accounting reports
- Assist in tasks from periodic accounting closing and audit requirements
- Ad hoc tasks as required

## **QUALIFICATIONS AND EXPERIENCE**

- College or University level education in business administration or similar
- 3+ year of relevant experience
- Self-starter with a strong sense of personal accountability and ownership in their work
- Able to work efficiently as part of a team and independently where required
- Demonstrated ability to maintain a high level of accuracy in preparing and entering financial information
- Excellent written, verbal and interpersonal communication skills
- Knowledge and experience in full-cycle accounting. Good understanding of debit and credit
- Strong organization, prioritization and time management skills
- Intermediate Excel skills and proficiency in Microsoft Office 365 and computer skills
- Knowledge in Microsoft Dynamics Business Central

***Hydrostor values, respects and supports the diverse cultures, perspectives, skills and experiences within our team. Our employment decisions are based on business and position requirements without regard to factors such as race, sex, colour, ancestry, place of origin, ethnic origin, same-sex partnership status, sexual orientation, age, disability, citizenship, family status or marital status, creed, gender identity or gender expression, or any other factor***

*that are legislatively protected. Hydrostor is committed to providing accommodations for people with disabilities. We will work with you to meet your needs.*