

**Job Title: Non-Operated Joint Venture Accountant**

**Department: Finance**

**Location: Calgary, Alberta**

**Position Summary:**

Reporting to the Controller, the Non-operated Joint Venture Accountant will be responsible for reviewing, coding and recording all non-operated joint interest billings. We are seeking an independent, highly motivated individual with strong communication and teamwork skills to fill this position.

**Key Responsibilities:**

- Analyze and record non-operated joint interest billings; ensure accuracy and completeness of revenue and operating expenses within the terms of the governing agreements.
- Review and understand joint venture agreements.
- Ability to analyze and respond to queries from partners.
- Review, manage and resolve partner disputes.
- Manage Joint Venture accounts and provide reconciliations.
- Review and analyze equalizations and 13<sup>th</sup> month adjustments.
- Initiate and prepare information for joint interest cheque runs.
- Direct point of contact for Energy Link and administrative duties.
- Special project work as assigned.

*The responsibilities listed are provided as an outline and are not intended to create limits to responsibilities, but to provide guidance as to the scope of the position.*

**Qualifications:**

- Minimum of 3 years' experience in a similar role.
- Post-secondary accounting education or equivalent industry experience.
- Joint Venture Analyst certification or related courses, considered an asset.
- Working knowledge of Energy Link
- Ability to navigate the Petroleum Registry to verify volumetric and crown royalty information.
- Experience using Qbyte FM and Optix reporting.
- Intermediate Microsoft Excel skills.
- Self-starter with the ability to initiate and problem solve.
- Excellent interpersonal and communication skills.
- Demonstrate strong attention to detail.
- Proven ability to work in a team environment