

**Job Title:** Production/Revenue Accountant

**Department:** Finance

**Location:** Calgary, Alberta

***Position Summary:***

Reporting to the Controller, this role will be responsible for full cycle production and revenue accounting duties for the Company's properties.

***Key Responsibilities:***

- Accurate and timely production and revenue reporting for operated and non-operated properties in Alberta and British Columbia.
- Crown, GORR and Freehold reporting.
- Process and compile production data, prepare splits, communicate and submit reports to internal and external parties as required.
- Strong understanding of field operations and ability to interpret and understand measurement schematics is required.
- Experience in setting up master data for well information, royalties and facility fees.
- Ability and experience in understanding the gas flow and IPS component allocation methodology in Metrix is required to ensure accurate allocations.
- Monthly reconciliations to marketing statements and field data system.
- Coordinate the flow and review the accuracy of regulatory information. Be familiar with the requirement/regulations of the AER's Directive 17 & 7, APMC and EPAP to ensure accurate and proper reporting. Ensure all regulatory reporting deadlines are complied with.
- Generate monthly revenue accruals and reconcile all assigned accounts.
- Special projects as assigned.

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

***Education, experience and skills:***

- Minimum five (5) years related work experience in production/revenue accounting.
- Experience with operated gas plants is preferred.
- CAPP certification is required.
- Must be familiar with Petrinex usage and reporting.
- Working knowledge of Metrix and Qbyte FM including master data set up is required.
- Proficiency in Microsoft Office, specifically Microsoft Excel is required.
- Extensive knowledge of AER production reporting guidelines is required.
- Strong understanding of gas handling agreements to ensure facility fees are accurately captured and billed monthly.
- Easily adaptable to a changing environment with the implementation of systems and process efficiencies.
- Exceptional organizational and time management skills.
- Ability to prioritize and work to deadlines.