

**Job Title:** Operations Accountant

**Department:** Finance

**Location:** Calgary, Alberta

***Position Summary:***

Reporting to the Controller, the Operations Accountant is a senior role that will be responsible for coordinating the operated joint venture side of billings, master data management and upstream/mid-stream accounting.

***Key Responsibilities:***

- Ensure accuracy and completeness of accounting entries; including posting of monthly AP and other journal entries to completion to trial balance.
- Assist with the completion of month-end close, including review/booking of revenue, operating expense, and royalty accruals.
- Responsible for accuracy of operated JV billings and resolution of disputes.
- Accounting system maintenance and setup; cost centers, division of interest.
- Payout statement preparation and payout tracking.
- Assist with the review and preparation of equalization calculations.
- Payment process: initiating the payment process, review and preparation for payment. Booking cash entries and reconciliation.
- Account reconciliations, review GL accounts for collections, offsets, clean up, dispute resolution and prep for cheque run (review netting opportunities if necessary).
- Acquisition and divestiture accounting requirements including; gain and loss calculations, interim and final statement of adjustments.
- Assist with the creation and stewardship of budgeting and forecasting process.
- An active member of the accounting team that is willing to mentor and coach peers, brainstorm issues, and flexible to complete tasks.
- Identify where analysis is required and the ability to execute on such requirements.

- Contribute to the development of accounting processes and controls documentation.
- Special projects; joint venture audits, insurance renewal, property taxes.

*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:***

- Post-Secondary Degree in a related discipline.
- Working towards accounting designation or obtains a designation considered an asset, but not required.
- Minimum 5 years of relevant operations accounting with a track record of working with operations and finance groups.
- Experience in operations accounting. Knowledge of IFRS accounting standards.
- Excellent analytical and problem-solving skills with attention to detail.
- Advanced knowledge of Excel
- Experience with Qbyte FM and Optix.
- Excellent communication and interpersonal skills
- Proven ability to work in a team environment.
- Must be able to manage competing priorities, demonstrate superior organization skills and be deadline focused and driven.
- Independent self-starter with the ability to initiate and recommend solutions and improvements to processes.
- Strong operational reporting ability to track and analyze indicators with the ability to investigate variances and provide explanations.
- Bring new ideas to problem solving and the ability to think outside the box for providing solutions.