

Job Title: Operated Joint Venture Analyst
Department: Finance
Location: Calgary, Alberta

Position Summary:

Reporting to the Controller, the Operated Joint Venture Analyst will be responsible for reviewing outbound joint interest billings and the collection of receivables from joint venture partners. We are seeking an independent, highly motivated individual with strong communication and teamwork skills to fill this position.

Key Responsibilities:

- Analyze and review outbound joint interest billings to ensure accuracy and completeness of revenue, royalties, capital and operating expense within the terms of the governing agreements.
- Verifying capital, operating, gathering and processing charges are properly billed and in accordance with the governing agreement.
- Review and understand joint venture, gas handling and CO&O agreements and the application of those agreements.
- Ability to analyze and respond to queries from partners.
- Review, manage and resolve partner disputes.
- Manage joint venture accounts and provide reconciliations and analysis.
- Assist with preparing outgoing equalizations and 13th month adjustments.
- Ability to look up and verify production data from production accounting systems.
- Collection of outstanding accounts receivable.
- 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 8 years' experience in a similar role.
- Post-secondary accounting education or equivalent industry experience.
- Joint Venture Analyst certification or related courses, considered an asset.
- Solid understanding of Gas Handling Agreements and CO&O Agreements.
- In-depth 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