



Joint Venture Accountant

Pine Cliff Energy Ltd., an oil and natural gas company based in Calgary, is seeking an Intermediate Joint Venture Accountant to join its JV Accounting Team.

The position requires the successful candidate to carry out the following responsibilities:

- Review and code non-operated joint venture billings;
- Interpret joint venture agreements relating to JV operations;
- Analyze capital and operating charges to ensure accuracy;
- Resolve disputed operated and non-operated charges;
- Complete account reconciliations;
- Assist with joint venture cheque runs;
- Analyze and process royalty income billings and manual invoices;
- Allocate processing charges from gathering systems & batteries to the appropriate wells;
- Special projects as assigned by the JV Accounting Team Lead or the Controller;
- Release monthly joint interest billings, lease rentals, and royalty invoices in EnergyLink on a timely basis;
- Receive and execute requests to create new AFEs from business units;
- Enter details of new AFEs into Qbyte and ensure AFEs are approved by the correct parties in a timely manner; and,
- Other related responsibilities.

The successful candidate will have:

- 5 years related experience with an oil and gas producer is considered an asset;
- Experience with Qbyte FM, Qbyte Land, Petrinex and EnergyLink is considered an asset;
- Strong Microsoft Excel skills;
- The ability to work independently;
- Excellent communication skills, both written and verbal;
- Excellent organizational skills;
- Strong interpersonal and relationship building skills; and,
- Post-secondary education is considered an asset.

If you are interested, please forward your resume to careers@pinecliffenergy.com.