



## **Position Description**

Job Type: Full-time  
Employment Type: Permanent  
Title: Joint Venture Accountant - Junior/Intermediate  
Location: Calgary  
Reports to: Manager of JV & AR Accounting  
Start date: Immediately

## **Roles & Responsibilities**

### **Skills Required:**

- 1-4 years experience within joint venture area of oil and gas accounting
- Close to or pursuing CAPP and 3-4 level CGA/CA/CMA or equivalent.
- Excellent written and verbal communication skills
- Familiar with Qbyte FM, JIBLINK, Accumap, CS Explorer, MS Excel, Word, Outlook
- Ability to work independently.

### **Tasks to be completed**

- Review queries on JIBLINK and process adjustments and provide necessary communication to resolve issues.
- Monitor and reconcile accounts receivable for assigned vendors
- Communicate with other departments to resolve Joint Interest issues
- Work within a team oriented environment
- Ensure pertinent service agreements are in place for assigned non operated properties
- Review overhead, working interest, capital charges, contract operating fees and operator for accuracy prior to processing Joint Interest Billings
- Review processing and gathering rates to ensure correct as per Joint Interest Agreements
- Other duties as assigned

### **To Apply**

Please send a cover letter, and resume to [shauna.mason@bellatrixexp.com](mailto:shauna.mason@bellatrixexp.com), Subject: Application for Joint Venture Accountant - Junior/Intermediate position. All applications will be treated with the highest level of discretion. Bellatrix Exploration Ltd. thanks all candidates for their interest. Only those selected for an interview will be contacted.