



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for an **Accounts Payable Analyst, Cash Receipts**, reporting to the Team Lead, Treasury & Accounts Payable. This is a permanent position based out of the Calgary corporate office.

**Responsibilities:**

- Enter and validate core invoice data into Qbyte and OpenInvoice
- Escalate new vendor setup request upon receipt
- Review new incoming invoices in OpenInvoice for accuracy and validity
- Process, code verify and route invoices in OpenInvoice, including cheque requests and employee expenses
- Process property tax payments cycle
- Manage corporate Visa card and Visa card statements
- Support invoice and coding corrections where required
- Respond to vendor inquiries and resolve disputes
- Conduct statement of account reviews and reconciliation
- Assist with payment cycles when required
- Analyze, reconcile, and book cash receipts for operated, non-operated areas, and trade payables
- Reconcile direct debit payments and bank files and resolve any outstanding items
- Perform in other ad hoc projects and Accounts Payable duties as assigned
- Contribute, create and maintain a positive work environment that fosters the success of a high performing Accounts Payable team
- Other duties may apply

**Qualifications:**

- 2+ years of experience in Accounts Payable
- Possess a working knowledge of Microsoft Office with proficiency in Excel and Outlook
- Experience with OpenInvoice and Qbyte FM systems an asset
- Ability to multi-task and be flexible in a fast-paced environment

Please visit Harvest's website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

Please send your resume and cover letter via email to [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)

**\*Please reference "Job Posting - 10358 – Accounts Payable Analyst" in subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.