

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.

Key Responsibilities:

- 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;
- Analyze and book yearly journal entries for payment of property taxes.
- Develop automated Qbyte upload spread sheets to support cash receipt entries;
- Liaise with departments to improve business integration.
- Ensure that all Cash Receipt, Bank Deposit, and Property Tax functions and systems are operational, and address any system issues in a timely fashion.
- Manage company visa card and, review and book visa card expenses and employee expenses.
- Maintain and setup vendor information, including banking and GST, while ensuring compliance with CRA regulations and Canadian law.
- Conduct data cleanse reviews quarterly to keep data current and active/deactivated;
- Work closely with cross functional teams to coordinate vendor setup and edits (Land, PA, JV);
- Ensure Vendor BA and this section of Qbyte are operational, and escalate any system issues in a timely fashion;
- Ensure all information related to the Accounts Payable payments process is appropriately stored according to Harvest's policies and procedures;
- Participate in regular meetings with Accounts Payable team to evaluate business requirements, communicate expectations and evaluate process optimization opportunities;
- Create, analyze, and distribute metric reports where required;
- Perform in special projects as directed;
- In the absence of Accounts Payable Processor, verify and process invoices;
- Assist with cross functional areas within Accounts Payable where required;
- Work towards individual annual goals, key performance indicators, and performance targets aligned with the overall Accounts Payable Team and Harvest's organizational objectives; and
- Contribute, create and maintain a positive work environment that fosters the success of a high performing Accounts Payable team.

Qualifications:

- 5+ years accounting experience within Joint Venture or Production Accounting an asset
- Post-secondary degree in accounting
- Preferably working towards an accounting designation (CA, CMA, or CGA)
- Qbyte and/or OpenInvoice experience is preferable
- Ability to multi-task and be flexible in a fast-paced environment

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: 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.

