



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 is posting for a **Joint Venture Accountant**. The **JV Accountant** reports to the VP, Finance. Non-Op Joint Venture Accounting has a full range of responsibilities to ensure the effectiveness and excellence of specified documentation that is required to complete tasks outlined. To be motivated with a positive attitude and strong communication skills. They are able to work independently and within a team environment. Highly organized and has strong attention to detail.

#### **Duties and Responsibilities**

- Process Joint Interest Billings (JIB)
  - Manage JIB-link disputes and un-park once dispute / correction has been resolved
  - Review and process non-op joint venture billings using Jib-Link and upload into QBYTE
  - Processing manual non-op joint venture billings
  
- Analysis prior to uploading in financial system (QBYTE)
  - Review DOI's (Division of Interest) (Distribution %, Billed %, Confirm with CS Explorer and QBYTE)
  - Verify if DB-1 should be used (100% billed to HOC)
  - Verify agreements and rates in CS (Contract op, overhead, processing, etc.)
  - Verify Volumes (correct % paid, confirm TIK (Take in Kind) if no revenue)
  - Royalties – analyze and verify rates are reasonable. If TIK, should not be any, exceptions apply
  - Reasonableness (trending, does it tell a story? Costs on non-prod wells, legitimate coding)
  - Mapping – ensure all cost centre, AFE's, GL's are cross referenced accurately.
  - Monitor for audit adjustments that flow through
  - Provide appropriate back up for equalizations, throughputs and forward for approval
  - AFE' (Internal approval and set up in QBYTE), Verify AFE is within budget. Supplemental AFE's are approved, request supplemental if AFE is overspent.
  
- Analysis
  - Cheque run review.
  - Clean cash receipts
  - Partner/Internal queries – clarifying and resolving within a timely manner
  - Corrections (Coding, adjustments, etc.)
  - Collections on any non-op balances due to Harvest
  - TIK requests to be sent to (PA)

- Account reconciliations
- Process non-operated royalty income both manually and through JIB-link
- Process non-op lease rentals manually and through JIB-link
- Review/ code/ processing of all non-operated surface lease rentals through EnergyLink and manual invoices.
- Review/ code/ processing of all non-operated mineral rentals through EnergyLink and manual invoices.
- Processing of non-operated road use invoices from EnergyLink into the Q-byte.
- Processing of incoming royalty income payments.
- Other duties as assigned.

### Qualifications

- Proficient in problem solving and analytical skills.
- Excellent written and verbal communications skills.
- Minimum of 3 - 5 years of oil and gas accounting, specifically with Joint Venture Accounting.
- Working knowledge of Joint Venture Agreements
- Ability to communicate with individuals at all levels within the organization.
- Systems
  - Outlook
  - QBYTE FM
  - QBYTE OPTIX
  - EnergyLink
  - CS Explorer
  - Geo Scout
  - Execute
  - Ener link
  - Petrinex
  - Excel/Word

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package. We are committed to providing ongoing professional development and opportunities for career advancement. Please visit Harvest's website at [www.harvestenergy.ca](http://www.harvestenergy.ca) to learn more about our company.

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

**\*Please reference "Job Posting - #10293 – JV Accounting" in the subject of your email.**

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