



Crescent Point

Crescent Point Energy Corp. is a conventional oil and natural gas company with assets strategically focused in properties comprised of high quality, long life, operated light oil and natural gas reserves in Western Canada. Crescent Point strives to create sustainable, value added growth in reserves, production, and cash flow through the execution of management's integrated strategy of acquiring, exploiting and developing reserves in the Western Canada Sedimentary Basin.

Crescent Point is currently seeking to fill the following position:

Job Title: Junior AFE Administrator
Location: Calgary, Alberta
Reports to: Manager, Capital Accounting

The following will provide you with basic guidelines as to the duties required of this position.

Purpose:

The Junior AFE Administrator will be responsible for providing timely setup, review, approval and tracking of AFEs.

Main Responsibilities & Activities:

- Create and process AFEs, change AFE owners and general system maintenance functions
- Scan and attach all documentation to the appropriate AFE electronic files
- Review monthly overspent AFE reports and take a lead role in analyzing over expenditures requesting supplemental AFEs as necessary
- Other tasks as assigned

Knowledge, Skills & Abilities:

- Oil and gas industry experience or AFE administration experience is required
- Post-secondary education in accounting is required
- Must demonstrate excellent organizational skills and attention to detail
- Experience with AFE Navigator and QbyteFM
- Excellent computer skills with proficiency in Microsoft Office applications, Accumap and CS Explorer
- Good interpersonal and communication skills with the ability to handle multiple priorities
- Team player who enjoys learning and contributing to team goals

Only qualified candidates of interest will be contacted

Interested individuals should forward resume to: hr@crescentpointenergy.com