



Crescent Point

Crescent Point Energy Corp. is 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: Accounts Payable Clerk
Location: Calgary, AB
Reports to: Supervisor, Accounts Payable

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

Purpose:

The Accounts Payable Clerk will be responsible for the complete accounts payable cycle, including: matching, batching, coding, data entry and cheque generation. An essential part of the role would be an electronic validation of the accounts payable functions.

Main Responsibilities & Activities:

- Match, code and enter invoices
- Perform cheque runs for accounts payable, royalty and joint venture groups
- Run lease rentals
- Research and resolve accounts payable issues with vendors
- Perform vendor account reconciliations
- Upload Excel spreadsheets into Q-Byte
- Perform invoice proofing for approvals/coding
- Conduct invoice data entry using Q-Byte
- Post manual cheque run vouchers
- Void cheques in Q-Byte
- Photocopying, scanning and faxing as needed
- Assist with special projects as required

Knowledge, Skills & Abilities:

- Minimum of 5 years of accounts payable experience is required
- Post-secondary education is preferred
- Excellent interpersonal and communication skills are required
- Highly organized individual with strong analytical skills and attention to detail
- Ability to work independently and manage multiple priorities
- Self- starter capable of working independently with minimal supervision
- Oil and gas industry experience would be an asset
- Experience with using Qbyte would be an asset
- 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.