

JOB DESCRIPTION

POSITION: CAPITAL ACCOUNTANT

This position is responsible for working with functional groups to gather and input the information necessary to coordinate capital accruals, update forecasts, reconcile capital costs, and support the annual budget preparation and forward planning. Other responsibilities include ensuring capital and operating costs are compliant with internal procedures and internal reporting requirements. This position is highly analytical and the applicant must have previous experience working in operational joint venture accounting and/or project control positions. This position will be responsible for a significant amount of variance analysis and documentation. This position requires the individual to perform a significant amount of work independently but to also to assist other senior professionals as required.

This is a ~15-month temporary role, with potential for extension.

JOB DUTIES AND RESPONSIBILITIES:

Reporting to the **Manager, Financial Performance & Analysis**

Responsibilities of this role include, but are not limited to:

- Collect data and prepare monthly accrual reports for Project Managers and AFE owners
- Provide support to the drilling and facility capital groups as it relates to operations accounting
- Assist with corporate financial review presentations
- Coordinate and compile inputs into the annual budgeting process
- Assist with inputs and narrating of forward capital plans & forecasts
- Maintain and analyze the joint venture cost allocations, interest billings, reporting, and invoices
- Verify and confirm proper usage of WBS/Project Code of Accounts/Accounting codes on purchasing documents and field reconciliation reports.
- Ensure compliance is upheld around the joint venture agreement(s)
- Ensure proper audit trails and processes are set in place for joint venture reporting
- Prepare detailed actual to budget variance analysis
- Assist with AFE preparation and distribution to JV partners
- Performs other duties and responsibilities as required

REQUIRED EXPERIENCE AND SKILL SET:

- Bachelor's Degree from a recognized post-secondary institution in Finance or Accounting
- 2 - 5 years of related work experience in the Oil and Gas Industry
- 2- 4 years of budget/planning analytical experience at an oil and gas company



- Intermediate or advanced knowledge of Microsoft Office products including Word, PowerPoint, Excel, and Outlook.
- Strong analytical skills with accuracy and attention to details
- Proficiency and experience working with Pivot Table data and Power BI
- Effective interpersonal and communication skills with a customer focus
- Ability to work with people of diverse disciplines, backgrounds, and cultures
- Ability to be flexible and to adapt to changing circumstances
- Strong interpersonal skills are required to build and maintain positive stakeholder relationships
- Strong work ethic with high personal standards for performance
- Ability to handle multiple priorities and maintain flexibility in completing tasks in a dynamic workplace

Why Greenfire?

GROC explores, acquires, develops, and produces oil and gas in the Canadian energy sector and internationally. In 2020, the Company's operations team was awarded the Energy Excellence Awards Champion for Project Excellence in Oilsands, voted by its peers to recognize energy excellence and focused advancement and collaboration with Canada's energy sector. GROC is well capitalized to seek additional oil and gas assets within Canada.

*** Compensation commensurate with experience ***

Greenfire expressly reserves the right to change, modify or delete portions of this Job Description based on business needs.