

Employment Type: Full-time
Title: **Senior Accounts Payable Analyst**
Location: Calgary, Alberta
Reports To: Supervisor, Accounts Payable
Start Date: Immediate

Bellatrix Exploration Ltd. is an intermediate oil and gas company operating in Western Canada's Sedimentary Basin. The Company focuses on providing sustained shareholder growth in value while operating with integrity and conducting operations in a safe and environmentally responsible manner. Bellatrix is publicly listed on the Toronto Stock Exchange and New York Stock Exchange under the stock symbol BXE.

The key to the Company's success is our people. Through them we have leadership, dedication, vision and strategy. Bellatrix's **STAR** values of **S**afety, **T**eamwork & Collaboration, **A**ccountability and **R**esults guide us toward our common goal of achieving value through a culture of focused innovation.

Senior Accounts Payable Analyst:

The Senior Accounts Payable Analyst is responsible for accurate Accounts Payable data entry and related duties, as well as managing all payments and recording the associated entries.

Primary Responsibilities:

- Index and route invoices for approval in Powervision.
- Review invoices entered by other team members for accuracy.
- Review and process employee expense reports, contract operator invoices, and cheque requests into Qbyte.
- Prepare all wire, cheque and EFT payments and book related entries.
- Verify and input all bank account information provided by payees for EFT payment processing.
- Coordinate the cancellation/voiding of cheques and request stop payments as necessary.
- Prepare monthly GST return including coding and booking of the GST, ensuring accuracy in the calculation and timely payment.
- Respond to vendor, employee, and departmental inquiries in a professional and timely manner.
- Request and validate new vendor set ups and assist in acquiring any new requests or changes to existing EFT information.
- Provide backup and support to the Accounts Payable Supervisor.
- Coordinate with the applicable internal departments to ensure accurate coding and timely payment of the Alberta Energy Regulator orphan fund levy and administration fees.
- Coordinate with the applicable internal departments and property tax advisors to ensure accurate coding and timely payment of property taxes.
- Contact new and existing vendors regarding Cortex, encouraging submission of invoices electronically, rather than by mail and/or email.
- Identify areas for improvement in current work processes.
- Special projects and other duties as required.

Qualifications:

- A minimum of seven (7) years of experience with accounts payable, preferably in the oil and gas industry.
- Proficient in the use of Qbyte FM, Powervision, and MS Excel.
- Ability to process large volumes of invoices and prioritize competing tasks while maintaining a high level of accuracy and attention to detail.
- Demonstrated capacity to interact with all levels of employees, fostering diplomacy and professional communication with management and vendors.
- Working towards a post-secondary diploma or certificate in Accounting, Finance or related discipline would be an asset.
- Innovative problem-solving skills.
- Demonstrates initiative and desire for continual improvement in departmental work flow processes.
- Willingness to learn and to accept constructive feedback.
- Great team player with exceptional organization skills and a “can-do” attitude.

Working Environment:

Office Environment, 8:00AM – 4:30PM, Monday to Friday, Downtown Calgary.

To Apply:

Please apply online at <http://www.bxe.com/careers/career-opportunities.cfm> and submit a cover letter and resume through the application portal. All applications will be treated with the highest level of discretion.

Resumes that are faxed or dropped off will not be considered.

Bellatrix Exploration Ltd. thanks all candidates for their interest.
Only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE. NO RECRUITMENT FIRMS PLEASE