

Employment Type: Contract (9 months)
Title: **Master Data Analyst (Contract Position)**
Location: Calgary, Alberta
Reports To: Team Lead, Master Data
Start Date/Term: May 1, 2019 – end of January 2020

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.

Master Data Analyst:

The Master Data Analyst will have good strong knowledge of Qbyte Master Data, including setting up and maintaining BA's, Cost Centers and associated DOI's, Chart of Accounts, Allocations, Ownership Masters, AFE's.

Primary Responsibilities:

- Work with all groups with regards to master data quality assurance and establishing best practice and processes
- Ensure all master data processes are accurately documented, including scanning and attaching files in Qbyte
- Create, maintain and verify Cost Centers, AFE's and associated OM's
- Setup new vendors including adding EFT information and updating address changes
- Ability to problem solve Qbyte master data queries from all groups including coding issues
- Manage the workflows for master data requests from all groups, ensuring that all requests are completed quickly and accurately
- Be able to interpret land agreements out of CS Explorer and understand the DOI updates needed
- Have sound knowledge of JV agreements and be able to interpret ownership updates to facility cost centers
- Maintain allocation cost centers and change requests
- Run Month end process
- Assist Team Lead with any special projects
- Other duties as assigned

Qualifications:

- Five (5) to Ten (10) years of experience in master data and oil and gas accounting
- Bachelor's Degree/post-secondary Diploma in Accounting
- CAPP Certificate
- Proficient in Qbyte FM, Energy Link, PowerVision, Accumap, Excel, Petrinex, CS Explorer, AFE Navigator, Optix (optional) and Word
- Excellent written and verbal communication and interpersonal skills; ability to communicate with individuals at all levels within the organization
- Strong analytical, problem-solving and organizational abilities
- Ability and commitment to work effectively in a highly collaborative team environment, including supporting other peers
- Ability to prioritize and effectively manage numerous complex assignments and process several tasks simultaneously
- Continuously review and improve master data processes and procedures
- Ability to work independently and within a team environment
- Organized with strong attention to detail.

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