



JOB POSTING

ROYALTY AND SPECIAL PROJECTS ANALYST (NON-CROWN)

ACCOUNTABILITY:

Reporting to the Manager, Production and Revenue Accounting, this position is responsible for managing royalty encumbrance set up and maintenance in Metrix for new wells and changes, processing prior period amendments, preparation and analysis of non-crown royalty cheque runs, preparation and filing of T5's and NR4's and for analysis and resolution of non-crown royalty queries and calculation discrepancies. Accountabilities including but not limited to:

- Manage new well royalty set ups and encumbrance changes in Metrix
- Analyze well abstracts and master data set up to ensure non-crown royalties are being properly calculated and remitted
- Calculate and remit monthly NRT payments
- Preparation of annual T5 and NR4 tax statements
- Analyze and book monthly Freehold and Overriding royalty cheque run
- Management of the Royalty Inquiries voice and email accounts
- Book royalty income and accrue for missing payments

QUALIFICATIONS:

The successful candidate must be comfortable working in a fast paced and deadline-oriented environment. The candidate will have:

- Extensive knowledge of royalty encumbrances and remittance obligations
- Hands on experience with Metrix production accounting system is essential
- Competence with Qbyte FM, CS Land, Energylink, GeoScout and EDIViewer
- Advanced Excel competency
- Strong analytical and problem-solving skills
- Capability to plan and execute
- Excellent interpersonal and communication skills
- Function successfully within a multi-discipline environment
- Ability to prioritize and self-motivate
- Minimum 10 years senior production accounting or royalty analyst experience
- Accounting degree or designation preferred

If you or anyone you know is a qualified candidate and interested in this opportunity please send a resume, in confidence, to resumes@ridgeback.com

"Thank you for your interest. Only those candidates selected for an interview will be contacted"