

General Accountant

Prairie Provident Resources Inc. ("PPR" or the "Company") is a Calgary-based public company (TSX:PPR) engaged in the exploration and development of oil and natural gas with conventional operations primarily focused in the Western Canadian Sedimentary Basin in Alberta.

Role Overview:

Reporting to the Manager, Financial Reporting, the General Accountant will be a key contributor to the accounting team with responsibilities encompassing a variety of disciplines, including treasury accounting, capital accounting, financial accounting, income taxes and system maintenance. This role will provide development opportunities and the ideal candidate will be keen to learn about different aspects around accounting in the oil and gas industry.

Key Responsibilities:

- Prepares treasury entries, bank reconciliations and cash book;
- Prepares monthly account reconciliations;
- Responsible for master data maintenance in the accounting system (Qbyte);
- Assists with financial accounting entries;
- Assists with preparation of monthly, quarterly and annual financial reporting and management reporting;
- Assists with the preparation of other public documents such as the AIF, management information circulars and press releases;
- Assists with the compilation of income tax returns and provisions;
- Assists in the documentation and maintenance of the Company's internal control policies and procedures; and
- Other duties as required.

Qualifications:

- University degree with a major in accounting;
- Completion of pre-requisite business and accounting courses as specified by CPA Alberta;
- Recent completion of a CPA designation or enrolled (or with immediate intentions to enroll) in the CPA designation program;
- Proficient in MS Office;
- Strong attention to detail and deadline-orientated;
- Energetic and pro-active;
- Strong communication skills, both written and verbal and the ability to work well in a team environment;
- Eager to learn and contribute effectively to a small team;
- Experience with Qbyte, Optix, Workiva and AFE Navigator an asset; and
- Must be legally entitled to work in Canada and available to begin work in November 2021.

Salary Range:

- \$55,000 to \$75,000 per year, commensurate with experience.

Interested candidates should forward a resume, prior to October 5, 2021 to: Info@ppr.ca



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Fax: (403) 292 8001
Web: www.ppr.ca

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Attention: Valerie Nessman, Human Resources Generalist

Only successful candidates will be contacted.