

Accounts Payable Clerk

Tourmaline Oil Corp. is a senior Canadian crude oil and natural gas exploration and production company. We are focused on long-term growth through an aggressive exploration, development, and acquisition program in the Western Canadian Sedimentary Basin.

We are currently looking for an Accounts Payable Clerk to join our team. This is a temporary term position, with the potential for it to become a permanent full-time employment position for the right candidate.

PRIMARY FOCUS

The Accounts Payable Clerk will be responsible for accurate Accounts Payable processing and providing administrative and clerical support to the Accounts Payable department.

KEY RESPONSIBILITIES

The successful candidate will be responsible for, or assist with the following:

- Process invoices into the OpenInvoice payment system, review invoices for accuracy and route them through the appropriate workflows,
- Enter invoices and adjusting journal entries into the Microsoft Dynamics 365 accounting system, as required,
- Review employee reports in Certify for appropriateness and accuracy,
- Manage the Accounts Payable email account, including answering vendor queries and processing manually submitted invoices,
- Ad hoc projects or assignments, as required.

QUALIFICATIONS AND SKILLSET

- A minimum of two years of experience in Accounts Payable, preferably in oil and gas.
- Working knowledge of Microsoft Office (Excel, Word, Outlook).
- Experience with OpenInvoice, Dynamics 365 and/or Certify would be considered an asset.
- Excellent interpersonal skills and extremely good verbal and written communication skills are necessary since the successful candidate will be required to engage with suppliers and employees at all levels throughout the organization.
- Strong attention to detail and capable of processing a large volume of transactions.
- Able to work independently within a small team environment.
- Being well organized and able to multitask due to the small team size and large volume of invoices processed.

If you are interested in this position, please email your resume to careers@Tourmalineoil.com
Attn: Candice Yim