

Accounts Payable Clerk

Company Description

Persist Oil and Gas Inc. ("Persist") is a growth-oriented private Canadian junior oil and gas company engaged in the exploration, development and production of oil and natural. Persist's operations include Mannville oil production and processing facilities located in Wayne, Foothill assets located in Stolberg and opportunity-rich Montney assets located in Wild River.

Role Description

This is a full-time on-site role for an Accounts Payable Clerk located in downtown Calgary, Alberta. The Accounts Payable Clerk will be responsible for processing payments, verifying expense reports, and reconciling invoices. The Accounts Payable Associate will communicate with vendors, field staff and clients to ensure timely and accurate payment processing. Banking duties as required. Other duties, relevant to the position, shall be assigned as required.

Qualifications

- Demonstrated ability to work independently and prioritize tasks effectively
- Strong attention to detail and accuracy in data entry and record-keeping
- Excellent communication skills, both written and verbal
- Proficiency in Excel, Word, and Outlook
- Experience in accounts payable or general accounting is preferred
- Experience with Pandell software is considered an asset

Employee Benefits:

- Extended health care, including dental benefits
- Life Insurance, AD&D, LTD
- On-site gym

Persist offers a comprehensive benefit program including health, dental and medical coverage, paramedical services, a healthcare spending account and an Employee and Family Assistance Program.

Salary level for the role will be dependant on experience level, offering a competitive salary ranging starting from \$40,000 to \$60,000 per year.

Posting will be open for new applicants until the end of November 10, 2023.

To apply, email resume and cover letter to payables@persistoilandgas.com. We thank all interested candidates for their interest; however, only those selected for an interview will be contacted.