

## Job Description



### POSITION: Senior Production Accountant

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This is a full time, permanent position based out of Sunshine Oilsands Ltd.'s main office in Calgary, Alberta.

#### JOB DUTIES AND RESPONSIBILITIES:

The incumbent will report to the Controller and will work closely with multiple business units including Operations, Regulatory, Engineering, IS/IT and Finance department to ensure Sunshine's production and revenue accounting process are in alignment corporately and compliant with ERCB directives and Oil Sands Royalty Regulation Requirements.

Responsibilities of this role include, but are not limited to:

- Lead setup and integration of process, systems and documentation for SAGD project development;
- Work as a team with representatives from the vendor and the corporate office to maintain and manage the production reporting system, revenue and royalty modules;
- Manage all fixed data requirements within the energy components system to ensure that it reflects the current operations;
- Ensure data is gathered and all monthly data entry and reporting requirements are completed to meet corporate and regulatory deadlines;
- Manage all aspects of daily interface with AEUB and the registry;
- Work with operations, marketing and other Sunshine functions to continually improve processes, procedures and communications as they relate to all aspects of the production/revenue accounting function;
- Ensure material balances for bitumen, diluent, water/steam and natural gas are completed and maintained on an ongoing basis and metering differences are maintained within tolerances established in the projects approval documents;
- Ensure monthly vouchers are passed to G/L to record purchase and sales activities consistent with corporate reporting schedules;
- Work with regulatory, operations and accounting staff to prepare and update projects Measurement and Reporting Plans ('MARPs');
- Analyze production and revenue business processes to identify MARP compliance control points. Document control points and recommend assessment processes;
- Research requirements and develop recommendations for production and revenue accounting

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- processes for project expansions, new business activities and regulatory change requirements;
- Oversee implementation if required business process and system updates;
- Develop and maintain business process and control documentation;
- Other duties as assigned.

### **REQUIRED EXPERIENCE AND SKILL SET:**

- CAPP graduate with a minimum 10 years of related experience;
- Knowledge of in-situ-thermal production accounting practices is an asset;
- Experience with production accounting system implementation is an asset;
- Comprehensive knowledge of ERCB regulations is an asset;
- Knowledge of Oil Sands Royalty Regulation bitumen valuation requirements is an asset;
- Excellent communication skills;
- Team player;
- Must be legally permitted to work in Canada.