



<b>Position</b>	Junior Accountant
<b>Experience Level(s)</b>	University Student
<b>Job Type</b>	Contract position – Starting January 1, 2023
<b>Education Level</b>	University – Bachelors program (must be currently enrolled)
<b>Location</b>	Corporate Head Office - Calgary, Alberta, CA
<b>Date Posted</b>	October 17, 2022
<b>Closing Date</b>	October 31, 2022

---

## Position Summary

Gear Energy is a publicly traded E&P company with heavy and medium oil assets in East Central Alberta and Saskatchewan as well as light oil properties in Central Alberta and Southeast Saskatchewan. We are currently ~6,000 boe/d and debt free, well positioned for a range of opportunities to grow our company and continue to support our strong dividend. Our strategy for success includes organic growth for which we currently hold a multi-year inventory of prospects as well as employing a calculated approach to new oil play exploration and acquisitions. Decision-making at Gear is value based, analytical, and collaborative. Please see the corporate presentation on the Gear Energy website for additional details.

Gear is currently seeking a personable, motivated, organized Junior Accountant. This is a four or eight-month contract position based in Calgary and starts January 1, 2023.

## Responsibilities

- Receive and verify invoices
- Scan invoices into the system
- Verify coding and proper authorization
- Route unassigned electronic invoices to the appropriate individual
- Enter invoices in the accounting system
- Correspond with vendors and respond to inquiries
- Assist in various accounting related projects
- General filing
- Perform other related duties, as required

## Qualifications

- Demonstrate a positive outlook and the ability to work in a team-oriented environment
- Strong organizational and time management skills with an eye for detail
- Previous experience in accounts payable, data entry, or general accounting experience preferred but not required
- Proficiency at MS Office applications; JV/AP Nexus experience is an asset but not required
- Must be currently enrolled in a post-secondary institution in business/accounting

Applications are being accepted until October 31, 2022 and can be submitted to [info@gearenergy.com](mailto:info@gearenergy.com).

Thank you for your interest in Gear Energy – only successful candidates will be contacted.