



Accounts Payable Accountant – Full-time, Calgary, Alberta

Baytex has an excellent opportunity for a motivated **Accounts Payable Accountant** for a full-time position and will be responsible for the following duties:

Responsibilities:

- Process manual payment requests.
- Verify invoice headers, coding, and approval limits.
- Route invoices to the appropriate coder and approver through Open Invoice.
- Prepare, generate, and review weekly cheque runs.
- Monitor vendor accounts to ensure payments are processed within our payment terms.
- Review vendor statements.
- Research and resolve invoice discrepancies.
- Correspond with vendors and respond to inquiries in a timely manner.
- Assist with ad-hoc accounting inquiries.
- Verify and manage corporate credit cards.
- Vendor maintenance
- Maintain accounts payable sub ledger for specific vendors.

Qualifications:

- Self-starter comfortable working both in a team environment and independently.
- Proven ability to meet deadlines.
- Qbyte FM and Open invoice an asset.
- Must be accurate and always demonstrate attention to detail.
- Must be organized and able to prioritize.
- Strong attention to detail and accuracy.
- 3 – 5 years' experience in accounts payable or general accounting experience.

Baytex takes pride in creating an excellent workplace for all their employees and is focused on offering a flexible working environment with a strong work-life balance. This position provides working from home Monday's & Fridays and in the Calgary office Tuesday, Wednesday, and Thursday.

If you are interested in applying for this position, please submit your resume clearly indicating the job title and job code by September 15, 2024, to resumes@baytexenergy.com

Closing Date: September 15, 2024

Job Code: LK001-2