



PRODUCTION ACCOUNTANT, Full-time, Calgary, Alberta

Baytex has an excellent opportunity for a Production Accountant to join our team. Based in Calgary, this position will contribute to Baytex's continued success by delivering expertise that supports optimal business decisions. This position's primary responsibility is to complete full cycle production and revenue accounting for assigned operated and non-operated Alberta & Saskatchewan assets. The successful candidate will work collaboratively to accomplish team and business goals.

Key Responsibilities:

- Full cycle accounting for Saskatchewan and Alberta Operated and Non-Operated properties
- Setup and maintenance of master data in Metrix including new wells, market masters, royalties, and processing fees
- Monthly review of fuel, flare and vent emissions
- Monthly review and reconciliation of accounts receivable
- Assist with reviewing and processing amendments
- Establish relationships with peers throughout the organization to ensure a strong level of service is delivered
- Respond to government, royalty, partner, and internal stakeholders' queries
- Review, investigate and resolve front-end Metrix system errors or issues
- Assist in external audit queries related to production, royalties, revenue, and transportation
- Other duties and special projects as required

Essential Experience and Skills:

- Ability to communicate effectively, confidently and professionally in a rapidly changing business environment
- A minimum of 5 years of production and revenue accounting experience
- Strong attention to detail with a focus on accuracy
- Proficient in Microsoft Excel
- Working knowledge of the Metrix production accounting system and Qbyte FM
- Working knowledge of Prodview, Prodman and PVR field data capture systems
- Applied knowledge of AER directive D-17 and Saskatchewan directive PNG017

Education:

- Degree or diploma in Accounting or Business is preferred
- CAPP certification preferred

Why Choose Baytex:

- Because we Care about our people and their success
- We support training and professional development to help advance your career
- Competitive compensation, bonus and incentive award programs
- Comprehensive benefits package, including a Flex Spending Account
- Generous employer-matched savings plan
- Vacation, flex, and designated office closure days

If you are interested in applying for this position, please submit your resume indicating the job title by Friday, July 25, 2025, to resumes@baytexenergy.com