



Oil & Gas Ltd

Suite 1800 Eighth Avenue Place, 525 – 8<sup>th</sup> Avenue SW, Calgary, AB T2P 1G1 | p. 403.930.4120 | f. 403.930.4159

TORC Oil & Gas Ltd. is a public, intermediate, light oil company with a proven track record of growing production and creating significant value through an acquisition / exploitation / exploration strategy focused on light oil resource plays. Since inception in December 2010, the TORC Team has been successfully developing its high quality light oil assets in southeast Saskatchewan and the central Alberta Cardium resource play, both being areas where the TORC Team has an established track record. TORC's experienced management team is leading an exciting strategy of paying a sustainable dividend to shareholders while continuing to provide disciplined per share growth, and our success is attributed to that leadership and our team of skilled and dedicated employees and consultants working together to achieve TORC's goals.

Due to continued growth, TORC is seeking an **Intermediate Accounts Payable Accountant** starting immediately. Reporting to the *Supervisor, Accounts Payable*, the main responsibilities include all accounts payable related duties such as:

- Scanning invoices and vouchers into an electronic workflow system
- Timely and accurate invoice processing through an electronic workflow system
- Cheque and EFT preparation
- Recording Journal Entries using the accounting system
- Vendor queries and reconciliations
- Work effectively with peers where help is needed
- Filing
- Other miscellaneous accounts payable duties as required

The ideal candidate will possess the following skills and qualities:

- Minimum 2 years of accounts payable experience in an oil and gas environment
- Excellent attention to detail and high level of accuracy
- Strong willingness to participate as a member of a team supporting the department's goals
- Self-starter with excellent time management skills and the desire to work in a dynamic environment
- Strong verbal and communication skills - ability to develop working relationships with corporate and field staff
- Experience with the following software applications would be an asset: QbyteFM, PowerVision, Excel

Interested and qualified applicants may submit their cover letter and resume by either:

- Email: careers@torcoil.com (Indicate the position title in the subject line of your email)
- Fax: 403-930-4159  
Attention: Manager, Corporate Services
- Mail: TORC Oil & Gas Ltd.  
Attention: Manager, Corporate Services  
1800, 525 – 8<sup>th</sup> Avenue SW  
Calgary, AB T2P 1G1

This position will remain open until filled. We thank you for your interest, however, only those applicants selected for an interview will be contacted.