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## UPSTREAM ACCOUNTING & ANALYTICS – SUMMER STUDENT

<b>Job Type</b>	Full Time - Temporary
<b>Work Schedule</b>	Monday - Friday, 8 hours/day
<b>Reporting To</b>	Manager, Upstream Accounting & Analytics
<b>Location</b>	Calgary

### Company Profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta, focused on the exploration, extraction, and processing of natural gas. The Company is a significant upstream producer and midstream custom processor of natural gas, NGLs, condensate and sulphur from Western Canada. We employ approximately 300 people across our operating locations and Calgary head office and are an inclusive, diverse team with meaningful challenges and opportunities for learning and career growth.

### The Opportunity

We are seeking an Upstream Accounting & Analytics Summer Student to join our Upstream Accounting & Analytics team. If you are a post-secondary student, interested in accounting, data, analytics, and energy industry operations, this role is ideal for you. This role will give you exposure to full cycle accounting processes, insight into the oil and gas industry, and an opportunity to contribute to real business challenges. You will benefit from hands on experience with financial and data analytics tools and mentorship from an experienced team of accounting and finance professionals.

### Key Responsibilities

#### Joint Venture Accounting

- Process Joint Venture billings and assist with partner communications.
- Prepare proof sheets and support processing fee calculations.
- Assist in queuing payments and maintaining documentation for JV activities.
- Participate in dispute resolution and reconciliation activities with partners.

#### Operations & Financial Reporting

- Support preparation of quarterly account reconciliations and audit documentation.
- Prepare and review Non-Operated Payout statements.
- Conduct monthly variance analysis and support development of management reporting packages.
- Validate data inputs and ensure accuracy across reporting streams.

## **Analytics & Continuous Improvement**

- Contribute to process-improvement and automation projects aimed at streamlining workflows.
- Conduct data collection and reconciliation across multiple financial and operational systems.
- Document business requirements and support project teams throughout the initiative lifecycle.
- Apply analytics tools (Excel, Power BI) to support insights and reporting.

## **Qualifications & Experience**

### **Education & Experience**

- Currently enrolled in post-secondary education in Accounting, Finance, Business, Data Analytics, or a related discipline.
- Previous oil and gas experience in a student work term is considered an asset but not required.

### **Essential Skills**

- Proficiency with MS Office Suite; particularly MS Excel.
- Power BI experience considered an asset.
- Strong analytical and problem-solving abilities.
- Ability to work independently and collaboratively within a team.
- Excellent attention to detail, organization, and time management.
- Strong verbal and written communication skills.

### **Why Join Us?**

You will contribute to meaningful work supporting Cavvy's upstream operations while gaining hands-on experience with financial reporting, joint venture processes, and real operational data. You'll benefit from mentorship, exposure to industry tools, and opportunities to build practical skills that support future career roles in accounting, finance, or analytics.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

**To apply please send resume to [HR@cavvyenergy.com](mailto:HR@cavvyenergy.com)**