

CAPPA is currently seeking a Content Writer to assist with the development of a  
Refresher Program to our  
Certificate Program for Petroleum Production Accounting

**Required Qualifications:**

- CAPPA Member in good standing
- CAPPA Graduate in the Certificate in Petroleum Production Accounting program
- Production Accounting or similar Industry Experience of 10 years or greater
- Working in a PA or similar role within the last 2 years

**Experience:**

Experience should include a full advanced comprehension of all of the following:

- Performing full cycle production/revenue accounting
- Understanding Industry best practices in production and revenue accounting
- Multi-jurisdictional experience
- EPAP/EVAP
- Analysis of Production volumes & Pricing
- Interpreting Contract Agreements & Schematics
- Understanding of Joint Venture Agreements, Land Contracts and Joint Interest Billing
- Allocations
- Royalty Framework & Reporting
- Freehold, Override, Third Party Fees
- Processing accruals, prior period adjustments and month-end settlements

**Nice to Have:**

- Well-rounded knowledge of financial accounting principles
- Multi PA software exposure
- Superior Excel expertise
- Equalizations & 13 month Adjustments
- GCA
- Past writing experience or experience teaching adult learners.

**Purpose of Work:**

The writing content is for the development of a Refresher Program to our Certificate Program. Students who would be permitted to take the Refresher Program would be CAPPA graduates who, for a variety of possible reasons, have not worked in a PA role recently. In taking this program, students will be up to date in their knowledge and be confident and capable to take on a PA role.

**Work to be undertaken:**

Content (notes) and suitable exam questions to be prepared. Material should include both what has changed in industry recently relating to a PA role (eg Alberta's new modernized royalty framework) and practical hands on exposure (practice) of a PA desk.

The successful candidate will receive guidance as to the depth, length and variety of content and how the new program is envisioned to be delivered. It is important to note that much of the material already exists in our Certificate Program and will just need extrapolation and reconfiguring for this purpose. We will also review with you our time quote process and our competitive hourly rate paid.

**Expectations:**

Work shall be completed within the agreed timelines. Requests for extension can be submitted and may be approved.

**Interested Candidates:**

Interested Candidates are invited to send a cover letter outlining their specific experience as it relates to the Qualifications and Experience noted above along with a copy of their Resume and 2 References. References will not be contacted until the application has been successful through the interview and proposal process. Should an applicant be contacted by CAPPa for this contract opportunity, a proposal will be requested to complete the application. CAPPa will provide you with the proposal format for your submission. Only candidates who have followed the application process and who are suitably experienced will be contacted. Please send your email to [jobs@cappa.org](mailto:jobs@cappa.org)

**VERY IMPORTANT – PLEASE READ <http://cappa.org/cappa-subject-matter-experts/> before applying.**