



TEMPORARY JOB POSTING

Position Title: Accounts Payable Clerk	Date prepared: July, 2010
Department: Accounting, Calgary Office	
Timing: August 9, 2010 – September 30, 2011	
Reports to: Team Leader, Accounts Payable	

PRIMARY ROLE:

Accounts Payable data entry and filing

DUTIES & RESPONSIBILITIES:

- Entering invoices into the Qbyte FM accounting system
- Answer vendor calls and respond in a timely manner
- Reconcile suspense account monthly
- Check and post vouchers
- Maintain cheque return spreadsheet
- Journal entries when required
- Check vendor statements for accuracy and follow up
- File all accounting vouchers timely
- Maintain the organization of all documents within the file room and dead storage
- Assist auditors and other departments in locating and retrieval of vouchers
- Special projects as required

MINIMUM QUALIFICATIONS:

- Qbyte FM experience 1-3 years
- Microsoft Office experience
- Oil and gas industry experience
- Document management experience an asset

Please forward your resume in confidence to resumes@trilogyenergy.com by **July 30th, 2010**. We thank you for your interest, but only candidates who are invited for an interview will be contacted.

Trilogy Energy Corp.
#1400, 332 – 6 Avenue SW
Calgary, Alberta T2P 0B2
Website: www.trilogyenergy.com