



CAPPA is currently seeking a Content Writer for portions of our Reporting and the Flow of Systems materials in our Certificate Program for Petroleum Production Accounting

**Please note that the work can be shared between 2 or more subject matter experts, if 1 person cannot fulfill all learning objectives below**

**Qualifications:**

- CAPP Member in good standing
- Production Accounting or similar Industry Experience of 10 years or greater
- Minimum 5 years of current experience specifically working in the area of Reporting & Systems

**Experience:**

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

- Produces valid, accurate, reliable, and consistent Petrinex reports
- Produces valid, accurate, reliable, and consistent province specific reports
- Demonstrates familiarity with multiple field data capture systems
- Produces proper data documentation using field data capture systems
- Create and utilize ad hoc production accounting reports with Excel
- Identifies and understands the common components of different production accounting software tools

**Nice to Have:** Past writing experience or experience teaching adult learners.

**Work to be undertaken:**

Content and related exam questions to be drafted. The successful candidate will receive a briefing on our Curriculum redesign to date and instruction on the content requirement. 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 may 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 process. 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.**