



## CAPPA is currently seeking a Subject Matter Expert (SME) for Gas Cost Allowance (GCA)

### Qualifications:

- CAPPA Member in good standing
- Production Accounting Experience of 10 years or greater
- Minimum 5 years of current experience specifically working in the area of GCA
- GCA experience with at least one province. Multi-provincial experience preferred.

### Work to be undertaken:

CAPPA is seeking to develop a new **Advanced GCA Program** which we envision will be a 2-day course, although we are open to the timeframe and understand that content will drive the duration. We also envision that the new course will build on the existing 1-day Seminar as optional advanced learning.

We are seeking Subject Matter Expert(s) to write the Program Content (material which covers both the theory and the exercises/application) and the guiding Power Point Presentation. Upon delivery, acceptance and payment for the program development, CAPPA then owns the material.

### ***Suggested program content with hands-on learning and best practices:***

#### Alberta

- Forms, timelines and deadlines
- Sample data, applying eligibility criteria, extracting the eligible capital and assessing whether it should be tied to existing capital pools or set up as new stand-alone capital pool.
- Identify eligible operating costs
- Assess ownership in the capital and ensure proper recognition of same in reporting
- Assess custom processing fees – what can be claimed
- Tools for tracking – in-house system plus the navigation in Petrinex of loading, tracking and reporting
- Deciphering or reconciling to the monthly Crown invoice (how the annual GCA process is reflected monthly) and tying back in to what is being deducted.
- What is the Allowable Cost Restriction and how does it affect the GCA
- Reconcile the estimate to the actuals (based on filings)
- How to get the estimate adjusted by the Crown or properly accruing for the adjustment
- Audit considerations

## British Columbia

- Gas Costs Allowance and Producer Cost of Service reporting
- Forms, timelines and deadlines
- Sample data, applying eligibility criteria, extracting the eligible capital and assessing whether it should be tied to existing capital pools or set up as new stand-alone capital pool.
- Identify eligible operating costs
- Assess ownership in the capital and ensure proper recognition of same in reporting
- Deciphering or reconciling to the monthly Crown invoice (how the annual GCA process is reflected monthly) and tying back in to what is being deducted.
- Audit considerations

We see this as a “start to finish” hands-on learning experience of the GCA process.

### **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. Your letter shall also include a quote as to the number of hours anticipated to write the material and an estimated date for completion. 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. Quotes will be discussed and potentially approved at that time. 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.**