

**COATES ENERGY TRUST  
ACCOUNTING STAFF POSITION  
STARTING DATE – JULY 1, 2025 OR PREFERABLY EARLIER – MAY 1, 2025**

Technical skills – Microsoft Suite (required), OGSYS Oil & Gas Software (desired),  
And General Clerical Office Experience

Starting Salary - \$50,000 - \$55,000 or higher depending upon experience and education  
[If Interested Please Contact Doug Aird – daird@coatesenergy.com](mailto:daird@coatesenergy.com)

Summary of Job Descriptions

1. Accounts Payable Coding and Payment
2. Beneficiaries' Monthly Distributions – Bank Transactions, Intercompany Cash Transfers, Prepare and Input Accounting Entries
3. Ad valorem Tax Management
  - a. Prepare yearly renditions for all entities
  - b. Tax appraisal review, scheduling on excel, and identifying issues
  - c. Property tax payment and excel scheduling
4. Bank reconciliations (monthly) and input of necessary accounting adjustments – majority of entities
5. Quarterly Beneficiaries' meetings
  - a. Preparation of quarterly reports – information provided by CFO
  - b. Preparation of copies for Beneficiaries
6. Retirement Contribution Funding – Simplified Employee Pension - Monthly
  - a. Prepare required checks to appropriate employee banks or brokerage firms
  - b. Prepare letters to beneficiaries and banking institutions
7. 1099 Reconciliations and Preparation of 1099's
  - a. Update excel spreadsheets to reconcile 1099's to general ledgers
  - b. Prepare 1099's for attorney that were paid during the year
8. Office Supplies – order all as needed
9. Office Property Work Orders – all needed office maintenance
10. Petty Cash – Maintenance of petty cash fund
11. Daily Revenue Deposits Spreadsheet
  - a. Daily recording of Deposits
  - b. Monthly review of spreadsheet and investigation of any irregularities
12. Off Site File Storage
  - a. Maintenance of detailed spreadsheet
  - b. Request files for pickup and delivery as needed
13. Legal Expense Spreadsheet – update as needed
14. Inside FERC Gas Price Index Spreadsheet – Update Monthly
15. Backup Duties
  - a. Front desk
  - b. Direct deposits – recording in spreadsheet