



September 14, 2023

Oil and Gas Property Management Professional
Chief Financial Officer – QuickBooks Pro
Executive Assistant
Applicant for Available Position

Re.: BWB Operating, Inc., Bruce W. Blake, Trusts, and associated Companies

Dear Applicant,

We are seeking a Comptroller for several small Land and Exploration Companies based in Liberty, Texas. All entities are currently Non-Operator entities with mineral and Non-Operated Working Interests in multiple states, predominantly Texas, North Dakota, Oklahoma and Wyoming.

Applicant must regularly work out of the Southeast Texas location; 1908 Myrtle Street, Liberty TX 77575 office; checking mail, working correspondence, making deposits and timely elections under hundreds of Non-Operated working and royalty interests. Overseeing property maintenance and acting as an Executive Assistant to myself and my family is also a vital part of the responsibilities. For the most part this is a solo position as we currently have no other staff.

Applicant must be highly skilled in the use of QuickBooks Online, Microsoft Excel and Word. Revenue audit, payout audit and Joint Interest audit a plus. Division Order and Land experience preferred. Our long time Bookkeeper, friend and confidant was forced to retired for health reasons.

Position, Compensation, Contract vs. salary, all negotiable. I look forward to hearing from you.

Very Truly Yours,


Bruce W. Blake, CPL/ESA

See us online at WWW.drilling-prospects.com

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