



Position Title: AP/JIB Supervisor
Reports To: Accounting Manager
Location: Cherry Creek Office in Denver, CO
Compensation: Competitive compensation and benefits offered

Job Summary:

Franklin Mountain Energy LLC ("FME") is a newly established, privately-held E&P company headquartered in Denver, CO with a primary focus on the acquisition, development and exploration of oil and gas properties in Southeastern New Mexico. FME was founded by the former executive team of publicly-held Western Refining, Inc. (NYSE: WNR) and Western Refining Logistics, LP (NYSE: WNRL). FME has a ground-floor opportunity for a seasoned accounting professional in the role of AP/JIB Supervisor. The AP/JIB Supervisor will serve as the primary member of the AP/JIB team and will be responsible for processing well related and G&A accounts payable invoices, account transactions, vendor reconciliations, and journal entries as needed. This person will also be responsible for the Joint Interest monthly close process.

This position's primary responsibilities include, but are not limited to, the following:

- Process & review invoices for proper approvals and coding
- Oversee weekly check runs to ensure timely vendor invoice payments
- Respond to vendor inquiries
- Research and reconcile vendor accounts to statements
- Generate aging reports for joint interest owners
- Process joint owner-issued wire transfers and AP checks
- Gather W-9 information for vendors, review 1099s for missing Tax IDs and mail W-9s and 1099s
- Responsible for adhering to company's monthly closing calendar
- Assist with AP software implementation
- Oversee vendor software training as needed
- Reconcile monthly AP sub ledger to general ledger, provide monthly documentation to Accounting Manager
- Setup and maintain working interest decks and cost centers
- Setup and maintain billing allocation tables, overhead charges, and well master
- Keep Manager informed on client/joint interest issues
- Consult with Accounting Manager regarding invoice/billing issues
- Process NONOP working interest invoices in accordance with company's closing schedule
- Research and respond to working interest owner's inquiries regarding billings
- Prepare journal entries for recurring entries and corrections
- Prepare analysis of owner accounts and well costs as requested
- Strong knowledge of COPAS; record monthly COPAS overhead rates
- Assist in providing detailed expense and capital analysis



Qualifications:

- Must have strong professional presence and effective verbal/written communication skills
- Demonstrated ability to work with various levels of professionals inside and outside the organization
- Exceptional time-management, planning and organizational skills are required
- Proficiency with OGSYS, DocVue, Oildex and JIBLink is preferred
- Self-motivated with ability to work under minimal supervision