

Oil and Gas – JIB Supervisor

Trinity Petroleum Management, LLC provides outsourced accounting, land, engineering and systems services to the upstream oil and gas industry. Our clients range from start-ups to well-established operators whose growth strategies emphasize production, drilling and acquisitions.

Overview:

The position supervises the AP Lead who is responsible for a team of AP Specialists that collect, record, process and pay vendor invoices for all clients on a weekly or bi-weekly basis. The position also supervises Jib Staff who are responsible for the monthly joint interest billing process and distribution of Jib invoices to the clients' partners. This role requires a working "hands-on" Jib Supervisor. The position will report to the VP of Accounting Operations.

Responsibilities:

- Supervise the Joint Interest Billing Team and invoice distribution process for all clients. Including setup and maintenance of overhead rates, recurring charges, cost allocation schedules, reversals and rebooks.
- Work closely with the Division Order, Revenue, and Client Management Teams as needed.
- Coordinate and assist with joint interest and financial audits as needed.
- Partner with the AP Lead to ensure timely handling, coding and processing of client invoices including credit card statements, manual payments and reimbursements on a weekly and bi-weekly basis. Assist as needed to align the team to meet requirements.
- Work with the team to review and resolve discrepancies related to vendor, partner or client inquiries.
- Work with the team and clients to ensure reconciliations are timely completed, approved and archived.
- Participate in the Operations and 1099 Team meetings.
- Assist in the design and documentation of procedures and controls as needed.
- Recruit, mentor, develop, train and conduct team member reviews as needed.
- Insure staff compliance with internal and client processes, controls and policies.
- Take on special projects, other duties and responsibilities as needed.

Qualifications:

- Bachelor's degree in Accounting, Finance or Business preferred
- Minimum of 5 years of full end to end JIB & AP Accounting experience
- Minimum of 3 years of JIB & AP Supervision experience
- Excalibur, DV and OI System experience preferred
- Microsoft Office proficiency required (Excel and Word)
- Excellent communication, interpersonal and analytical skills
- Self-starting, detailed, results oriented team player

Compensation:

- Estimated pay range \$100,000 - \$120,000 depending on experience
- Medical, dental and vision insurance
- Short and long-term disability insurance
- Basic life and AD&D insurance
- 401(k) with company match
- Paid Time Off (PTO)
- Paid Parking
- Discretionary Profit Sharing

Trinity offers an excellent work environment with schedule flexibility; this position can be a hybrid of in the office and working remotely.