

NKECHI KALU, MBA

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Professional Profile

- Detail-oriented, efficient, and organized professional with extensive experience in JIB, Revenue and Operations accounting system processes and procedures.
- Advanced proficiency working in the EnergyLink software application.
- COPAS/ PASH member (Joint Operating Agreement and Overhead and COPAS guidelines).
- Versed in the Openinvoice, Excaliber, Quorum “OGSYS, BOLO, SAP, Blacline software application.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Accounts Payable department initail set up. Coding all the initial AP invoices on the company's AP inbox after resumption.
- Sets up and Approves AP vendor set up and maintenance. Sets up and maintains Accounts payable vendor ACH. Approves accounts payable check run.

EXPERIENCE

Commodore Offshore Operating LLC

Dec 2022 – NOV 2023

SR JIB/ Property Accountant

- Anchored the transitioning of GOM Shelf assets from QuarterNorth as a service provider to Commodore Offshore Operating.
- Initial setting up of JIB and Account receivable department at Commodore.
- Training the JIB and AR Team on OGSYS Accounting software.
- Completing the initial full cycle JIB and Account Receivable close.
- Completing the GOM Shelf initial Energylink set up and posting of JIB invoices.
- Training of the JIB Team on how to create PHA manual invoices, for all the pipelines, facility, and JIB PHAs.
- Training the assigned team member on how to prepare accruals for all the assigned monthly PHAs.
- Training the JIB and AR team on the outstanding balances by owner and how to reach out to our partners for collection.
- Training the account receivable team on how to do cash application in OGSYS accounting software.
- Overhead calculation: Monthly overhead calculation for producing, construction, drilling, catastrophe etc.
- Training the Team of how to do the monthly account reconciliation for all of JIB and AR assigned accounts.

QuarterNorth Energy LLC
Property Accountant

April 2022 – Nov2022 *Sr JIB/*

- Account receivable close processing for all the companies.
- Working with Operations department for monthly CAPEX accrual.
- JIB Month end close processing for all the companies.
- Loading of the JIB invoices to Energylink.
- Monthly Joint Interest Billings to working interest partners for all the companies
- Monthly GL account reconciliations for the assigned accounts and for all companies.
- Coding of BP Non-Op invoice and routing for approval via DocVue (electronic workflow).
- Preparing PB JIB invoice rebill and the PHA (volume) monthly journal entry.
- Quarterly ONRR Prepaid Inspection fee rebills for all companies.
- Preparing journal entries for Turnkey AFE reclass for all companies before running the JIB close.
- Intercompany journal entries
- Account receivable collection for all the assigned accounts and companies.
- Responding to JIB and Account receivable inquiries from our partners.
- Account receivable cash application for all the assigned accounts.
- GOM Shelf special project.

Dome Energy, Inc
Accounting Manager. JIB/Revenue and Financial Accounting

Mar 2022 – April 2022

- Manage/Lead Revenue, Joint Interest billing and Financial Accounting areas of Accounting Department.
- Oversee total JIB and Revenue function, Operated and Non-Operated.
- Oversee Financial Accounting for General Ledger Accounting.
- Oversee AR for collectability and cash management.
- Perform quarterly allocation validations for allocation accuracy.
- Oversee monthly JIB and Revenue close for the operating company.
- Reduced close process to one day by establishing preventative processes.
- Created Payouts Tracking and Review Process.
- Monitor and report to Operations Non-Op wells that are not economical.
- Monitor and reduce outstanding JIB receivables.
- Prepared LOE and Capex accruals for all companies.
- Ensure compliance to SOX controls.
- Ensure compliance to company's Policies and Procedures.
- Oversee the process of accounting for production and revenue generated from gas, oil and NGL's from onshore properties
- Oversee the analysis of purchaser statements and ensure proper accounting for taxes, deductions and allowable exemptions
- Oversee the revenue distribution run process to distribute payments and statements to owners
- Provide support for special projects and perform other duties as assigned
- Oversee the performance of account reconciliations for revenue, royalty and tax accounts

Bruin E&P Operating, LLC
JIB/AP Supervisor

July 2018 – Mar 2022

- Validation of COPAS Producing and Drilling Overhead on all company-operated properties.
- Analysis of AFE actual verse budgeted.
- AFE and AFE budget setup and maintenance.
- Property setup and maintenance.
- Create and analyze various property and CAPEX reports.
- Prepare monthly AFE and LOE accruals.
- Overhead (Producing, Drilling, Major Construction).
- Allocations set up and maintenance.
- Monthly payroll and other LOE billing.
- Uploading and downloading JIBs to/ from EnergyLink
- Accounting for Material Transfers.
- Monthly Joint Interest Billings to working interest partners.
- Application and tracking of cash calls.
- Analysis of payouts.
- Saltwater disposal and royalty billing and payment.
- JIB receivable analysis and collection.
- JIB deck set-up and maintenance.
- Analysis of JIB charges by AFE and LOE by area, field, etc.
- Monthly GL account reconciliations.
- JIB Month end close.
- Supervises account receivable cash application.
- Approves AP vendor set up and maintenance.
- Accounts payable vendor ACH setup and maintenance.
- Approves accounts payable check run.

Bruin E&P Operating, LLC
Senior JIB/Property Accountant

Jan 2018 – June 2018

- Validation of COPAS Producing and Drilling Overhead on all company-operated properties.
- AFE Review, setup, re-opening and closing. AFE budget setup and maintenance. Analysis of AFE actual verse budgeted.
- Monthly Production allocation set up and update/maintenance for month end closing.
- JIB Month end closing process, posting partners invoices to Energylink, sending partners statements to the mailing room for mailing.
- Reconciliation of working interest issues with partners.
- Setting up and maintenance of JIB /Insurance deck. Property (Well) setup and maintenance.
- Responsible for creating and recording journal entries for properties, including LOE, AFE and CAPEX accruals.
- Monthly payroll and other company's LOE billing.
- Processing of non-op JIB's through JIB Link/Energy link and reconciliation of the non-op AFE and LOE charges.
- Prior period adjustment and analysis.
- Accounting for Material Transfers.
- Monthly Joint Interest Billings to working interest partners.

- Records, tracks and reconciles cash calls and prepayments.
- Monthly Payout tracking and analysis for all operated properties and issuing monthly payout statement to partners that went non consent of the project.
- Saltwater disposal and royalty billing and payment.
- JIB receivable analysis and collection. Supervises account receivable cash application
- Analysis of JIB charges by AFE and LOE by area, field, etc.
- Performs monthly GL account reconciliations for assigned accounts.
- AP: Assisted in coding all the initial AP invoices on the company's AP inbox after resumption. Sets up and Approves AP vendor set up and maintenance. Sets up and maintains Accounts payable vendor ACH. Approves accounts payable check run.

Amplify Energy (formerly MEMP)

Jan 2015 – Dec 2017

Joint Interest Billing Accountant

- Processed incoming JIB's through JIBLink.
- Coded JIB's and routed them for approval via DocVue (electronic workflow).
- Involved in JIB closing.
- Validated Producing and Drilling Overhead on all company-operated properties.
- Monthly Allocation set up and update/maintenance for month end closing.
- Performed Month end closing process, posted partners invoices to EnergyLink, sent partners statements to the mailing room for mailing.
- Reconciled working interest issues with partners.
- Created and maintained payouts.
- Analyzed payouts.
- Set up JIB deck and maintained production allocation.
- Created and maintained expense allocations.
- Recorded Material Transfers.
- Responded to inquiries from JIB owners.
- Managed SWD payments and billing.
- Processed and recorded facility fees.
- Processed non-op JIB's through JIB Link/ EnergyLink
- Reconciled non-op AFE and LOE charges.
- Uploaded of approved AFE's into BOLO.
- Account receivable analysis and collection.
- Recorded and reconciled cash calls and prepayments.
- Prior period adjustment and analysis.
- Reviewed, setup, re-opened and closed AFE's.
- Followed up on the AFE approval process.
- Recorded and reconciled cash calls and prepayments.
- Performed monthly account reconciliations.
- Prepared monthly actuals versus accruals analyses.
- Created and recorded journal entries for properties, including LOE and CAPEX.
- Assisted with actuals versus accruals analyses.
- Assisted manager and accounting department as needed.
- Performed special projects, as necessary.

PROFESSIONAL CONSULTANT

May 2013 - Dec 2014

Baker Hughes*Fixed Asset Accountant*

- Global fixed assets accounting and analysis.

Swanberg*Fixed Asset Accountant*

- Created a fixed asset register on Excel to record all assets and traced the accounting entries 'for assets that were sold or transferred to other locations and reconciled the total amount/figure of fixed assets posted on Peachtree.
- Ran depreciation on Peachtree Sub-ledger/Excel sheet. Recorded all additions, retirement, and transfers in Peachtree sub-ledger.
- Reconciled and analyzed Fixed Assets sub-ledger to General Ledger.
- Prepared Roll-forwards schedules.
- Verified and reviewed all AFEs.
- Recorded forecast depreciation for US Location.

Petro-Drill*JIB/AP Accountant*

- Coded of all non-operated joint interest billing invoices, communicating as needed to resolve issues with outside operators. Set up and maintained joint venture accounting master files, set up and maintained AFE master files.
- Maintained and reconciled designated general ledger balance sheet accounts.
- Prepared joint interest billings, reviewed A/P invoices, and handled producing overhead and field office allocations.
- Provided accounting and internal control guidance and ensured that it was consistent and in compliance with US GAAP.
- Prepared financial reports and ad hoc analyses to management for planning and decision making.
- Participated with monthly and quarterly data in concise and pertinent format.
- Rolling forward forecast analysis and cash flow reporting.

Deep Water**Apr 2011 – Feb 2013***Staff Accountant*

- Maintained the company's general ledger accounts, lease contract accounts, journal entries, fixed assets depreciation account, keeping inventory records of fixed assets.
- Coded of all non-operated joint interest billing invoices, communicated as needed to resolve issues with outside operators, set up and maintained joint venture accounting master files, set up and maintained AFE master files.
- Prepared the company's joint venture accounts and internal control guidance on compliance with the required standards
- Prepared quarterly, monthly, and yearly balance sheet closing reports, account reconciliation and variance analysis.
- Assisted in annual budget analysis, preparation, and execution of positive investment projects
- Project investment appraisal, performance management and control review.
- Internal and external financial statement reporting

Enterprise Bank**Apr 2008 – Mar 2011***Internal Control and Audit*

- Reviewed general branch activity, reviewed general ledger, trail balance and Profit /Loss account to ensure cleanliness
- Enforced Control within the system, Transaction Call-Over, Reviewed Control Copies, ensured Custody/Proper safe keeping and achieving of transaction Tickets
- Reviewed expense, cash advance to ensure conformity with the bank's policies
- Overdraft /approval disbursement review to ensure compliance with the lead down credit policies.
- Investigated all income reversal request and ensured compliance
- Reviewed PIN mailer and ATM cards administration process and custody
- Cash count/Vault Administration reviewed branch Fixed Asset Accounts, Reviewed all Suspense Accounts. Security sweep, Customer Service Review, Treasury Operations, Fund Transfer, Clearing, Cash and Teller, reviewed administrative matters

EDUCATION

University of Houston-Downtown (UHD)

Master's in Accounting May 2018

MBA with Accounting Concentration Dec 2018

Actively pursuing CPA

A Member of PASH (Petroleum Accountants Society of Houston)/COPAS

SKILLS

Good Communication Skill, Proficient in Excel, BOLO, JIBLINK/ ENERGYLINK, Openinvoice, Power Point. Ogsys, SAP, Blackline Peach-tree, Oracle, Highly Analytical, Microsoft Word, Quick Books, V Look-up Excel, Outlook Express, Scanning technology