



Position: Revenue and Receivables Accountant

Reports to: Chief Financial Officer and Controller

Position Summary:

The Revenue Accountant will primarily be responsible for assuming revenue and receivables entry for a subset of operators who remit payment on ~7,000 oil and gas properties to six U.S. GAAP investment entities and working with the Senior Revenue Accountant in the transition of those entities' revenue tasks. The Revenue Accountant also be responsible for coordinating with personnel in the land department to maintain accurate revenue decks for each property and verifying the revenue interests of new properties appearing on check stubs. The overwhelming majority of the transactional volume for these entities' revenue will be entered via an upload portal that accepts Excel and .txt files; only a minor portion of revenue stubs will need to be manually keyed in. The Revenue Accountant will also be responsible for tracking collections of other non-trade receivables and current assets.

Responsibilities:

- I. Revenue accounting:
 - a. Entry of revenue stubs into general ledger system
 - b. Developing and maintaining relationships with counterparts at operators to help resolve inquiries
 - c. Monitoring timeliness of receipts and stub data by operator and escalating outstanding balances to management
 - d. Preparing basic balance sheet account reconciliations on a quarterly basis for trade and non-trade receivables and other current assets
 - e. Maintaining revenue decks
 - f. Logging revenue entry status on Treasury's rolling cash forecast, notifying management of completeness of revenue accrual so month-end close may commence
 - g. Gathering supporting documentation for audit requests
 - h. Assist in the preparation of year-end accrual
- II. Internal controls:
 - a. Maintaining internal control documentation, specifically over cash receipts process
 - b. Ensuring integrity of accounting data through adherence to the company's internal controls
 - c. Gathering and maintaining evidence of the operating effectiveness of revenue-related ICOFR
- III. Other job-related duties, as assigned by supervisor
 - a. Among other tasks, may include revenue posting tasks for other assets, on a temporary basis, when other team members are out of the office

Required Experience and Qualifications:

- Bachelor's degree in Accounting
- 2 years accounting experience at an E&P company
- Knowledge of U.S. GAAP, particularly in the area of oil and gas accounting
- Advanced proficiency in Excel (applicant may be required to undergo assessment at interview)
- Strong verbal and written communication skills

Preferred Qualifications:

- Familiarity with the OGsys accounting system
- Knowledge of new GAAP revenue standard
- Familiarity with CDEX / Oildex / EnergyLink upload capabilities