

Richland Resources Corporation

Oil & Gas Exploration and Production

Oil & Gas Revenue Accountant Job Description

Richland Resources Corporation, a small independent oil and gas exploration and production company based in Oklahoma City, OK, is currently seeking an experienced Oil & Gas Revenue Accountant. Desired skills and qualifications are as follows:

- Revenue input processing and analysis (using SSI Accounting Software):
 - Coding
 - Keying
 - Download revenue data from Energy Link
 - Verification of revenues received
 - Verification of interest paid
 - Understanding of revenue check details (i.e. gas, oil, liquids, prices, interests etc.)
 - Concrete understanding of revenue & different types of owners (ORRI, WI, RI)
 - Understand & utilize division of interest decks
 - Preparation of monthly processing files
 - Filing
 - Mailing Checks
- Good organizational and communication skills
- Possess a “positive” hard-working attitude
- Ability to handle multiple tasks and responsibilities
- Ability to be versatile and flexible in a small office setting
- Proficient in use of spreadsheet and word processing software (Microsoft Word & Excel)
- Ability to work with deadlines
- Strong attention to detail
- “SSI” oil & gas accounting software experience a plus
- 2-3 years’ experience in oil & gas accounting preferred
- Be able to meet deadlines throughout the revenue process (start to finish)

Benefits Package

- Competitive Salary
- Holidays, Vacation & Sick Leave
- Health Insurance Plan
- Subject to 90-Day Probation and Evaluation Period

Send Resume & Salary Requirements to:

Richland Resources Corporation
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Oklahoma City, OK 73114
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