

## Oil and Gas Revenue Accountant

**Overview:** process large, complex non-operated revenue receipts via electronic uploads, manually modify and rebuild data received with accountability that all is efficiently and accurately processed; assist with various reports and needs of management and tax preparers; other projects as needed. Collaborate with Revenue Specialist to assure monthly deadlines are achieved.

### Job Description:

- Upload large (as many as 50,000 lines of data) or complex CDEX revenue files; review edits for deductions and anomalies such as price and decimals paid.
- Parse CDEX files to perform further manipulation via Excel templates to change product codes when multiple decimals are required, calculations (gross up taxes and deducts), remove lines with no value, combine like lines etc.; reconstruct for upload.
- Accurately and timely complete and submit maintenance requests for new wells, decimals, operator changes, etc.
- Assist Land Analyst as needed with large maintenance requirements including acquisitions and operator changes by preparing and implementing uploads for wells, decks and purchaser masks using Excel templates.
- Monitor, review and post revenue receipts entered by Revenue Specialist.
- Monitor, review and post deposit journal entries created and uploaded by Revenue Specialist.
- Prepare revenue data for upload using OGSQL PCX Excel templates when direct CDEX uploads impractical or unavailable.
- Scan checks to Enverus for conversion to CDEX format when data files are otherwise unavailable. Monitor return of processed files, proof for accuracy, and upload to system.
- Monitor revenue email for incoming statements and queries; distribute as needed.
- Perform month-end revenue review to reconcile and verify all receipts have been accounted for; research and correct any anomalies; prepare final report.
- Create monthly cross reference reports in Excel for use during the coming month.
- Prepare annual 1099 worksheets for Revenue Analyst to record 1099s as received; assist with research, reconciliation and operator follow-up as needed.
- Prepare first quarter accrual reports for tax preparers.
- Create journal entry uploads for annual tax adjustments for multiple companies.
- Assist with reporting needs for management and tax preparers.

### Qualifications:

- Bachelor's degree in accounting; CPA a plus but not required
- Three (3) plus years of experience in the oil and gas industry; revenue processing specifically
- Solid understanding of oil and gas accounting in general
- Experience with OGSQL accounting software a major plus
- High proficiency using Microsoft Excel is essential
- Experience with EnergyLink and CDEX uploads
- Ability to multitask in a heavily papered, high volume, deadline-driven environment
- Strong written and verbal communication skills; able to effectively communicate with all levels including outside purchasers and operators, team members and management
- Excellent organization and time management skills
- Meticulous, detail-oriented nature with desire for accuracy and excellence in completing tasks
- Ability to research and logically problem-solve
- Professional manner

**Apply with a resume and cover letter of introduction to [corby@venableroyalty.com](mailto:corby@venableroyalty.com)**