



## Senior Revenue Accountant

### JOB DESCRIPTION

#### JOB INFORMATION

Position Title:	Senior Revenue Accountant
Reports to:	Supervisor of Revenue Accounting
Department:	Accounting

#### JOB SUMMARY

The **Senior Revenue Accountant** is primarily responsible for the proper allocation of natural gas sales proceeds and compliance with State and Federal reporting requirements for assigned properties.

#### RESPONSIBILITIES

- Process natural gas sales revenue for assigned properties
- Responsible for filing reports with the Office of Natural Resources Revenue (ONRR) and the State of Wyoming
- Prepare the Company’s annual Gross Products filing to the State of Wyoming
- Resolve variances between Form 2, Severance and Gross Products filings
- Responsible for gas wellhead imbalance accounting and preparing owner gas balancing statements
- Ensure division of interest setups and changes performed by Land are appropriate
- Create and maintain revenue contracts in the accounting system
- Act as a point of contact for Land, Production and Marketing Departments to resolve issues
- Respond to royalty owner inquiries and internal information requests
- Research and resolve revenue accounting problems, taking into consideration applicable Codification and COPAS Guidelines
- Prepare monthly reconciliations and analyze revenue results / key metrics
- Assist management and operations personnel with special projects as required

#### COMPETENCIES

Ownership of Results	Consistently sets and exceeds challenging performance goals to deliver excellent results. Focuses on what is important and creates a sense of urgency, successfully managing multiple priorities.
Achievement Orientation	Explores ways to improve service and works in an efficient and cost-effective manner.

#### COMPETENCIES

Effective Communication	Expresses one’s needs, wants, opinions and preferences with respect for others. Listens with objectivity and clarifies messages; giving and receiving feedback effectively.
Problem Solving/Analytical Thinking	Identifies and defines problems, displays curiosity and creates solutions. Looks beyond the obvious and doesn’t stop at the first answer. Sees the “big picture” and understands how the various parts of an organization fit together.

Alignment Building/Conflict Resolution	Engages others and gains their understanding and commitment to a common purpose. Mediates conflict and find solutions satisfactory to all parties.
Strategic Thinking/Planning	Anticipates future consequences and trends accurately; has broad knowledge and perfective. Sets clear objectives and goals.
Team Development	Provides challenging tasks and assignments; constructs compelling development plans and frequently reviews plan with employees to ensure execution.

### HIRING REQUIREMENTS

- Bachelor's degree in Accounting or Finance
- CPA or MBA designation preferred
- 3-5 years of oil and gas experience
- Understand accounting and financial principles, practices and processes
- Strong understanding of Microsoft Excel and Access
- Detail oriented, highly organized and self motivated
- Customer-focused with strong interpersonal and communication skills