



JOB TITLE: Revenue Accountant

BASIC FUNCTION:

To support the company in carrying out the accounting responsibilities for Nucomer Energy, LLC. Responsible for industry specific and monthly accounting functions for the natural gas production division. Responsibilities may also include daily administrative tasks and projects as assigned for the EmKey group. The position reports directly to the Assistant Controller.

ESSENTIAL FUNCTIONS:

1. Manage Cash for Nucomer accounts
2. Maintain paper and electronic files for all landowners
3. Review and process DOI changes received from Land manager on all wells in SherWare and paper files
4. Maintain all well and owner information/accounts in SherWare
5. Correspond with supervisors and field personnel regarding volume reporting and maintenance issues
6. Contact for royalty payment issues and landowner correspondence
7. Prepare monthly bank reconciliations on accounts within 5 working days after month close.
8. Prepare monthly G/L account reconciliation schedules and adjusting entries 10 days after month closing.
9. Maintain property tax schedules for production company.
10. Process and reconcile monthly gas revenue distribution by the 25th of the month. Also, mail or e-mail support, obtain pipeline back-up, file paperwork, issue payments and provide correspondence for this process.
11. Ensure all monthly LOE are booked properly.
12. Manage annual house gas invoicing and reporting as well as payment collection and set up of accounts.
13. Manage free gas listing
14. Manage and issue annual well royalty and rental payments.
15. Issue annual 1099's for Nucomer and file with the IRS
16. Provide backup support to accounting group when necessary, i.e. open mail, process check deposit, A/P and A/R.
17. Audit support; provide paperwork from files and other departments.
18. Other duties that become evident to the position or requested by their supervisor.

SKILLS AND ABILITIES:

Very dependable with a strong ability to work until the job is done, flexibility in meeting important deadlines. Excellent attention to detail with consistent focus on accuracy. Willingness to learn the industry and adapt to a changing environment. Ability to manage priorities, work independently and communicate with co-workers at all levels.

QUALIFICATIONS:

- Minimum Bachelor's degree in Accounting or Finance.
- 5 years' accounting/finance experience with responsibilities in overseeing processes and procedures.
- Strong computer skills, including proficiency in Excel, Outlook, PowerPoint and QuickBooks.

PHYSICAL QUALIFICATIONS:

Sitting 6-8 hours a day. Manual keying and data entry due to use of computer equipment. Occasional lifting 0-20 lbs.