

POSITION TITLE:	Accountant
REPORTS TO:	Revenue Supervisor
REQUISITION #:	300

POSITION SUMMARY:

As an accountant with Fieldwood Energy, the successful candidate will have the opportunity to work in a diverse and fast-paced environment. In this position, the accountant will have exposure to several departments, including Marketing, Property, Treasury, and Accounts Payable. They will also handle internal and external inquiries related to revenue, transportation, billing, and cash receipts. Attention to detail, ability to ask questions, and dependability in meeting deadlines are key skills for this position.

This position is located in Houston, TX and works a 9/80 work schedule.

PRIMARY RESPONSIBILITIES

- Establish and promote safety and environmental performance expectations with employees and contractors in accordance with the Company's safety policies and Safe + Sound initiative
- Record journal entries for monthly cash receipts and income from a pipeline
- Prepare monthly cash log and gather all supporting documentation
- Research variances and facilitate transfer of revenue funds from other groups
- Match purchaser payments to credit invoices and provide supporting documentation to Accounts Payable
- Manage Revenue inbox and gather/distribute non-operated check detail to other accountants
- Create gas invoices monthly and verify amounts were received
- Prepare coversheets and gather appropriate approvals for transportation invoices
- Perform analysis and provide supporting data for partner questions, audits, and owner inquiries
- Balance sheet reconciliations, as assigned
- Maintain complete and accurate documentation of work assignments and processes in accordance with company policy and accepted accounting practice

MINIMUM REQUIREMENTS

- Meet deadlines and perform tasks that require high attention to detail
- Organizational skills and ability to multi-task
- Perform basic Excel tasks
- Excellent interpersonal and communication skills – coordination and cooperation with external parties and other departments, including Production, Treasury, Property, Owner Relations, Marketing, Audit, Financial Reporting, and Accounts Payable
- Analytical skills for helping to reconcile Accounts Receivable and Accounts Payable
- Bachelor's Degree in Accounting, Finance or related field preferred
- Experience in Oil and Gas preferred
- Experience with OGSYS preferred