

## **Small oil and gas investment firm offering a full/part time full charge bookkeeping position.**

### **Essential Duties:**

- Prepare checks and deposits for four companies.
- Enter oil and gas revenue into Wolfepak
- Bank reconciliations
- Review and pay ad valorem taxes, JIBs and General & Administrative expenses.
- Reconcile 1099s
- Prepare end of year financials and supporting worksheets for CPA
- Handle all other monthly processes and research

### **Qualifications:**

- Self -starter
- Ability to work independently
- Attention to detail
- Previous experience in oil and gas industry
- Proficiency with Excel, Quickbooks and Wolfepak

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