

Oil and Gas – Joint Interest Billing Accountant

Trinity Petroleum Management, LLC provides outsourced accounting, land and systems services to the upstream oil and gas industry. Our clients range from start-up companies to well established operators whose growth strategies emphasize drilling, production and acquisitions. TPM is currently filling the position of Jib Accountant in our Denver Office.

Overview:

Jib accounting personnel perform duties related to the timely processing and distribution of joint interest invoices to clients partners. This position will report directly to the AP/JIB Manager.

Responsibilities:

- Maintain overhead rates and cost allocations schedules as needed
- Work closely with division order analysts to ensure accurate billing decks
- Build solid working relation with Jib Manager coordinating duties
- Process and send monthly joint interest invoices to clients partners
- Support the accounts payable department as needed
- Support cash receipt application from Jib billings as needed
- Research and resolve billing discrepancies and issues that may arise
- Maintain electronic and paper files and reports as required

Qualifications:

- Minimum of 3-5 years of upstream oil and gas joint interest billing experience
- Excalibur and DocVue Software experience preferred
- Must have good working knowledge of COPAS accounting procedures
- Good organizational and reconciliation skills with attention to detail
- Problem-solving team player with the ability to meet deadlines
- Bachelor's degree preferred, but not required with right experience

Trinity offers an excellent work environment with flexibility in work schedule, plus a competitive compensation package with benefits. For consideration, please reply to info@trinitymgt.com. Only those with oil and gas experience will be considered.