

BARBOUR ENERGY CORPORATION

JOB DESCRIPTION

Job Title: Oil and Gas Accountant
Supervisor: Vice-President

Position Summary:

- This position is responsible for accounts payable, joint interest billing and production review and reporting.
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Essential Functions and Responsibilities:

Accounts Payable (AP)

1. Review, code, scan and key invoices for general and administrative and all wells
2. Secure proper approval for all invoices
3. Keep and maintain accounts payable files, journal entry files, and reports pertaining to A/P processing
4. Process A/P check runs on the 10th and 25th of each month and manual check requests as needed
5. Update recurring payable list as invoices are posted
6. Refill postage machine as needed and process monthly postage billing into miscellaneous billings
7. Ensure all vendors have a Master Service Contract on file
8. Ensure all vendors have current W9's on file
9. Audit vendor statements for accuracy and resolve problems with vendors

Joint Interest Billing (JIB)

1. Key well expenses in SSI from coded invoices
2. Review coding and allocation accuracy
3. Process monthly JIB runs
4. Maintain JIB files
5. Build and track existing and new AFEs
6. Calculate COPAS overhead and allocate to appropriate wells
7. Communicate with other departments to resolve issues
8. Review, analyze and reconcile monthly Accounts Receivable and JIB owner statements

Production

1. Review, analyze and reconcile purchaser oil and gas run statements, pumper tickets and gauge sheets
2. Key oil run tickets in SSI
3. File Texas P2 and Oklahoma 1004/1005 reports by monthly deadlines – Texas online and Oklahoma by mail
4. Complete production reports for VP and President
5. Verify and prepare reports for beginning and ending lease balances from gauge reports
6. Maintain well production files
7. Ensure regulatory compliance and filing as it relates to all field locations, wells, and field personnel to include SPCC (spill, prevention, control and counter measures) and other state and federal

Production Continued

compliance as needed.

8. Comply with annual filings to the various states to ensure license to operate – Kansas well and gas assessment, Texas Railroad Commission, and Oklahoma Corporation Commission

Other

1. Close monthly accounting in SSI and provide financial statements to VP
 2. Provide monthly gas statement analysis to VP
 3. Assist team members with stuffing and mailing of JIB and Revenue Statements monthly
 4. Assists with company reports, financials, and 1099 processing
 5. Other duties as assigned
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Education and/or Experience:

Degree in accounting preferred, or a High school diploma with 1-3 years experience in oil and gas accounting.

Other Skills and Qualifications:

- Ability to work independently and collaboratively
- Strong problem solving and analytical skills
- Motivated self starter with excellent communication skills
- Knowledge of principles, practices, regulations, and procedures as they relate to oil and gas accounting, including COPAS rules and regulations
- Knowledge of the application of data processing techniques as they relate to accounting systems/software, preferably SSI accounting software
- Proficient with Microsoft Office

Please submit your resume to laurie@barboureenergy.org