

IKAV Energy Inc is a private E&P company with its US headquarters in Durango, Colorado, and belongs to the global energy infrastructure group, IKAV. IKAV has worldwide offices in Hamburg, Luxembourg, Milan, Madrid, Lisbon, Munich, and Paris and has launched its US franchise in 2019 managing and operating a billion-dollar portfolio on a long-term basis. At IKAV, teamwork is at the heart of our operations and is only strengthened by the many diverse and professional backgrounds that shape our team. IKAV believes in flat hierarchies and the empowerment of team members. In return, we expect exceptional motivation, a high degree of independent thinking, and the ability to spot opportunities for optimization and growth.

This role will have dual responsibility for the Accounts Payable staff, as well as the Joint Interest team in Durango, CO and Houston, TX.

Duties and Responsibilities

- Development, training and leadership of staff
- COPAS experience and understanding of joint operating agreements (JOAs) is required
- Management of monthly close processes including any associated reporting and analysis
- Development and implementation of functional team's objectives
- Practices and encourages open, honest, and timely communication
- Must demonstrate a high level of personal motivation and organizational skills with a willingness to take on significant responsibility and a proven ability to multi-task and meet deadlines
- Ensure appropriate implementation and documentation of process improvements and functional team's internal controls

Joint Interest

Accountabilities include:

- Relationship building with other operators
- Creation of monthly joint interest billings, issuance and all associated journal entries
- Cash forecasting
- Outside operated wells invoice receipts; manage process development to generate accurate and timely payments
- Accounts receivable management
- Manage monthly account reconciliations
- Coordination of and assistance with JIB audits
- Financial statement accuracy

Accounts Payable

Accountabilities include:

- Vendor relationship building and management
- OpenInvoice administration oversight
- Daily activities and associated close processes

Ensure accurate and timely payment of vendor invoices

Maintain appropriate records and controls

Proper tax classifications

Journal entry review and approvals

Weekly payment runs

Ensure purchase orders and associated goods and invoice receipts accurately depicted in accounting system

- Cash forecasting
- Manage monthly account reconciliations
- Manage 1099 processes for annual issuance
- 7 years or more of accounts payable and joint interest experience in upstream oil and gas
- Minimum of 5 years related supervisory work experience
- Experience with W Energy, and OpenInvoice a plus
- Experience working in a growing start up environment strongly preferred
- Bachelor's degree in accounting preferred
- Flexibility to grow and change with company needs
- Ability to work independently and as part of a team

Apply Here: <https://www.click2apply.net/dawkj1T6JYkdtNlxH1oPa>

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