

OIL & GAS CONTROLLER POSITION

Roneli Staffing, LLC is a minority-owned company in Colorado that focuses exclusively on direct hire staffing of office professionals. We are currently assisting a small, stable, and professional oil & gas exploration and production company in Broomfield, Colorado with hiring a full-time controller immediately.

RESPONSIBILITIES INCLUDE, BUT MAY NOT BE LIMITED TO:

- Assisting in establishing accounting principles, practices, procedures, and initiatives;
- Assisting in preparation of annual budget for board approval;
- Completing miscellaneous support and special projects as needed;
- Coordinating with external audit and tax preparers to complete year-end filings;
- Facilitating the transition of accounting for oil & gas subsidiary to Excalibur;
- Maintaining a cash forecast report for future estimated cash inflows and outflows;
- Maintaining a closing schedule for monthly reporting;
- Maintaining partner capital accounts and prepare quarterly analysis for tax estimates and distributions;
- Performing full-cycle accounting for separate entities, including payables, notes receivable, asset management, working interest in oil & gas wells and investment holdings;
- Performing month-end reconciliations and consolidated financial statements, including cash flow statement and schedules for board presentation and approval;
- Preparing financial reports and present to management, along with analysis and recommendations based on the schedule established;
- Primary management responsibility for accounting functions and assist in the preparation of company presentations, including Board of Directors' materials on a quarterly basis;
- Primary oversight of the accounting portions of Excalibur and ensure the accuracy and timeliness of accounting information in Excalibur.
- Providing assistance to portfolio companies in the areas of financial accounting, audit, and taxation;
- Providing feedback and analysis of legal documents, including agreements, debt instruments, and letters of intent for accounting and tax issues;
- Reviewing and recording monthly payroll entries, and reviewing and recording tax deposits performed by outsourced payroll company;
- Reviewing monthly US GAAP financial statements of investment holdings, converting to a tax basis, and making entries into accounting system; and
- Working with outside consultants as needed and on an ongoing basis to support outsourced activities.

QUALIFICATIONS AND SKILLS:

- A Certified Public Accountant is strongly preferred.
- Bachelor's degree in accounting or related field is required.
- Familiarity with hedging or swap transactions is helpful.
- Oil & gas accounting experience, especially related to upstream oil & gas activities, is required.
- Previous controller experience is ideal.
- Private equity fund accounting experience is helpful.
- Solid Excalibur experience is required (FINSUB and Adhoc experience preferred).
- Strong Excel experience is required.

TO APPLY:

- Please e-mail your resume, cover letter, and salary requirements to Elissa Richardson at elissa@ronelistaffng.com.