

Job Title: Production Reporting Lead
Department: Accounting
Reports To: Prod/Reg Accounting Compliance Manager
FLSA Status: Exempt/Salary
Location: Dallas, TX

About Company

We are an oil and gas exploration and production company headquartered in Dallas, TX with offices in Denver, CO and Tulsa, OK. We operate and manage producing properties located across multiple basins for our institutional limited partners.

Position Summary:

The Production Reporting Lead is responsible for guiding the Production Reporting Analyst, as well working the properties assigned to them.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepares and reviews monthly production reports and allocations.
- Manage mid-month and month-end production accounting close to ensure accuracy of data for all production (operated properties).
- Set up new company operated wells in Excalibur when drilled or acquired.
- Analyze monthly production data run queries and reports which assist in reconciling errors and monitoring monthly production changes.
- Prepare monthly volumes for revenue accounting.
- Reconcile monthly crude oil run tickets and purchaser statements in their area to ensure accuracy.
- Work with Operations Leads/Operation Assistants & Field personnel in their area to resolve data issues.
- Issue prior period adjustments and corrections in systems when corrections are made.
- Send partner production data reports.
- Analyze and explain production variances.
- File state production reports for AR, KS, MT, ND & TX monthly.
- Create and file EIA-914 and all ONRR reports monthly.
- Review work quality and check final numbers prior to submittal to state agencies.
- Work with all the Production Reporting Analysts when they need assistance with Excalibur and other processes.
- Work closely with Regulatory Compliance on any production issues affecting assigned area.

Qualifications:

- High level of attention to detail
- Ability to work independently as well as work in a team environment
- Excellent written and verbal communication skills
- Strong organizational management skills and adherence to timelines and schedules
- Ability to analyze data and create reports
- Must be able to prioritize tasks and handle multiple projects simultaneously

Education/Experience:

- Bachelor's degree in accounting or related degree.
- 5+ years related experience.

- Oilfield experience preferred.
- Strong knowledge of Excalibur preferred.
- Microsoft Office, especially advanced Excel skills.
- Excellent organizational and time management skills.
- Strong verbal/written communication skills.
- Ability to adapt to an ever-changing environment and rest of priorities.

Please email your resume to humanresources3304@gmail.com