



Revenue Accountant

JOB DESCRIPTION

JOB SUMMARY

The **Revenue Accountant** is primarily responsible for the proper allocation of non-operated natural gas sales proceeds and compliance with State and Federal reporting requirements for assigned properties.

RESPONSIBILITIES

- Process non-operated natural gas sales revenue for assigned properties
- Responsible for filing reports with the Office of Natural Resources Revenue (ONRR) and the State of Wyoming related to take-in-kind gas
- Contribute to the Company’s annual Gross Products filing to the State of Wyoming
- Resolve variances between Form 2, Severance and Gross Products filings for non-operated properties
- Responsible for payout statements for all operated properties
- Ensure division of interest setups and changes performed by Land are appropriate for all non-op wells
- Create and maintain revenue contracts in the accounting system
- Work with Land, Production and Marketing Departments to resolve issues
- Respond to royalty owner inquiries and internal information requests
- Prepare monthly account reconciliations and work with senior revenue accountant to resolve issues
- Assist management and operations personnel with special projects as required

COMPETENCIES

Ownership of Results	Consistently sets and exceeds challenging performance goals to deliver excellent results. Focuses on what is important and creates a sense of urgency, successfully managing multiple priorities.
Achievement Orientation	Explores ways to improve service and works in an efficient and cost-effective manner.
Effective Communication	Expresses one’s needs, wants, opinions and preferences with respect for others. Listens with objectivity and clarifies messages; giving and receiving feedback effectively.
Problem Solving/Analytical Thinking	Identifies and defines problems, displays curiosity and creates solutions. Looks beyond the obvious and doesn’t stop at the first answer. Sees the “big picture” and understands how the various parts of an organization fit together.
Alignment Building/Conflict Resolution	Engages others and gains their understanding and commitment to a common purpose. Mediates conflict and find solutions satisfactory to all parties.

COMPETENCIES (con’t)

Team Development

Provides challenging tasks and assignments; constructs compelling development plans and frequently reviews plan with employees to ensure execution.

HIRING REQUIREMENTS

- 1-2 years of oil and gas experience
- Understand accounting and financial principles, practices and processes
- Strong understanding of Microsoft Excel and Access
- Detail oriented, highly organized and self motivated
- Customer-focused with strong interpersonal and communication skills

Salary Range: \$50,000 to \$61,000

UP Energy offers a comprehensive benefit package including medical/dental/vision, 401(k), company-paid life and disability, accident and critical illness, tax-advantaged savings accounts and tuition reimbursement.

Submit Resume to: tevery@ultrapetroleum.com