

Oil and Gas Revenue Specialist

An established Oil and Gas partnership in Dallas seeks a superior individual to immediately fill one permanent full-time Revenue Specialist position.

The Specialist will report to the Director of Accounting and Mineral Management and will be responsible for a variety of high level revenue tasks. We are a small family office so contributing to the success of the partnership with a “whatever it takes” attitude is essential.

The ideal candidate will have experience with oil and gas revenue accounting in a family office; specifically with electronic data uploads. The successful individual will also have strong Excel skills, learn quickly, think through complicated issues, be persistent with follow-up, and take initiative to solve problems.

Job Description:

To process revenue and maintain related records, with accountability that all revenue is efficiently and accurately processed, and that all remittance due has been received.

- Download deposit information from lockbox, and upload Journal Entries for deposits.
- Review each revenue check for deductions and anomalies.
- Retrieve check detail from email, EnergyLink and purchaser web sites.
- Electronically process revenue via CDEX data files and PCX templates wherever possible.
- Scan checks to Enverus for digitizing when data files are unavailable. Monitor return of processed files, proof for accuracy, and upload to system.
- Monitor deposits for missing checks, and resolve issues.
- Maintain tracking spreadsheets.
- Complete periodic purchaser and well audits.
- Set up all available purchasers on direct deposit.
- Run monthly Missing Check report, and research any issues found.
- Send demand letters every 2 years, and track responses.
- Record and verify 1099s annually.

Qualifications:

- Accounting experience and strong mathematical aptitude
- Proficiency with Microsoft Excel
- Oil and Gas revenue experience and familiarity with OGSQ helpful
- Meticulous, precise, detail-oriented nature
- Motivating desire for excellence in completing tasks
- Ability to problem-solve
- Strong, conscientious work ethic
- Professional manner

Our business is founded on integrity and operates with a desire for excellence. We seek the same attributes in this Specialist. In exchange, we offer a peaceful environment within a stable organization, a beautiful office, a highly accessible location, and an attractive compensation/benefits package, including 100% company-paid health and dental insurance, company-paid gym membership, 401k after one year, and paid holidays and vacation.

Please submit your cover letter and resume to corby@venableroyalty.com. Be sure to include a cover letter of introduction, as resumes submitted without such cannot be considered.