

## **JIB ACCOUNTANT DENVER, CO**

### **Overview**

Discovery Natural Resources LLC is a domestic, onshore exploration and production company with over 1,000 wells in operation in Texas.

The JIB Accountant ensures correct well cost accounting including month end allocations, overhead, property tax, insurance and other JIB accounting close related duties. S/he will have primary responsibility for managing the Company's AFE program, including administering the AFE workflow system, creating new AFEs in the accounting system and completing all required monitoring controls associated with the AFE program. Additionally s/he will setup and maintain the Asset Tracking module in the Company accounting system including fixed asset and well equipment inventory accounting. S/he will be responsible for supporting the analytical program to evaluate well and area capital and LOE allocations, as well as reviewing field G&A coding. The JIB Accountant processes Company field employee billing while maintaining effective communication with operations, accounting personnel and personnel from other functional areas. Strong technical systems knowledge and application skills are essential. S/he documents accounting and administrative procedures, provides accounting support/system inquiries from accounting and other functional area personnel and assists Accounting, Operations and other field personnel as needed.

### **Primary Responsibilities**

- Perform complex coding and allocation of costs for well related accounting.
- Effectively communicate with operations personnel to keep informed of operational activity.
- Compile/prepare schedules to assist with personal property/ad valorem tax filings.
- Prepare monthly capital and LOE well accruals.
- Perform coding reviews and manage necessary corrections.
- Provide ad hoc operational cost analysis based on business needs.
- Setup, maintain and monitor AFEs in both accounting system and AFE workflow system.
- Maintain accurate accounting records of all material movement and inventory.
- Calculate and charge appropriate overhead in accordance with joint operating agreements.
- Design, implement and maintain various spreadsheets/databases for tracking and reporting purposes.
- Reconcile general ledger accounts including effectively analyzing and summarizing account information.
- Perform critical JIB close processes in accounting system.
- Assist with year-end, internal and JV audits.
- Fixed asset processing and reporting including maintenance of system fixed asset module.
- Document accounting and administrative procedures.

### **Education & Experience**

- Bachelor's degree; accounting or finance with a minimum of 2 years of oil and gas experience
- Understanding of COPAS rules and regulations
- Oil and gas accounting & operational knowledge

### **Skills & Knowledge**

- Advanced technical skill using, maintaining and enhancing the accounting system and other integrated systems
- Advanced Excel skills and ability to download information into or from the company accounting system
- Working knowledge of word processing application
- Ability to compile data and generate reports/schedules from one or multiple databases
- Strong general accounting knowledge which requires a thorough understanding of bookkeeping procedures, accrual based accounting and related financial reports
- Strong organizational skills and ability to meet deadlines
- Attention to detail
- Ability to reconcile and analyze complex general ledger accounts
- Ability to verify mathematical accuracy and completeness of documents
- Strong verbal and written communication skills

### **Compensation and Benefits**

- Estimated pay range: \$67,000 - \$95,000 (DOE)
- Eligible for short- and long-term incentives
- Medical, dental and vision insurance
- Short and long-term disability coverage
- Basic life and AD&D insurance
- 401(k) with company match
- Paid vacation and sick time

**Send resumes to [jenny.seskar@discoverynr.com](mailto:jenny.seskar@discoverynr.com)**