



Sentinel Peak Resources LLC

POSITION DESCRIPTION

TITLE: Senior Revenue Accountant

DEPARTMENT: Accounting

REPORTS TO: Accounting Supervisor

BASIC PURPOSE OF POSITION:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process monthly revenue for all properties.
- Prepare monthly revenue accruals for financial close.
- Create and analyze reports for month-over-month variances as well as provide analysis for the financial accounting team.
- File monthly royalty reporting to the Office of Natural Resources Revenue.
- Reconcile all revenue-related accounts monthly.
- Void any returned checks or ACH payments.
- Reconcile and report royalty owner withholding to State of California.
- Track state laws regarding unclaimed property and run escheat process for all 50 states and foreign countries throughout the year.
- Process payments for quarterly and yearly city, county and state taxes.
- Create invoices for all purchasers of oil, gas, and NGLS.
- Process any non-operated payments.
- Perform other duties as assigned.

POSITION SPECIFICATIONS:

- Bachelor's degree required.
- Minimum 3 years of oil and gas revenue experience.
- Quorum software experience a plus.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Excellent oral and written communications skills.
- Ability to develop, promote, and maintain diplomatic and harmonious work relations
- Ability to work in a fast-paced environment, process work rapidly, set priorities, work under pressure, and follow through with assigned tasks with limited supervision.
- Ability to adapt to a changing environment, i.e. new reporting requirements and/or asset base
- Strong interpersonal skills are required as well as excellent work ethics and a strong commitment to the team and organization's success



PHYSICAL REQUIREMENTS:

Visual and manual dexterity is extremely important for this position. The job presents no work hazards beyond those normally present in an office environment. Incumbent will be subject to performing sedentary to light work, exerting up to 10 pounds of force occasionally, or constantly lift, carry, push, pull or otherwise move objects, reach overhead for items, stoop, bend, and twist while working. Other physical activities include ability to utilize fingers to feel and grasp objects or work devices as needed and manual dexterity in the use of the hands, seeing, talking, hearing, performing repetitive motions and standing for long periods of time at the copier or fax machine.

DISCLAIMER:

The position description has been designed to indicate the general nature and level of work performed by employees within this classification. The essential duties, responsibilities and physical requirements above describe those functions that are essential to the performance of this job. The above description does not include all of the duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

An Equal Opportunity Employer: race, color, religion, national origin, citizenship status, sex, sexual orientation, gender identity, age, genetic information, disability, Veteran status or any other characteristic protected by federal, state or local law.