

**Position Summary**

- The Revenue/JIB Accountant's primary responsibility is to post revenue and process joint interest billing for mid-size natural gas company.

General Duties and Responsibilities

- Analyze balance sheet and income statement accounts to ensure balances are recorded appropriately monthly.
- Facilitate and complete monthly close procedures
- Assist partners and royalty owners with requests for information.
- Other projects as assigned.
- Perform all above requirements in a safe, thorough, and responsible manner.
- Flexible Hours

Position Qualifications: Knowledge, Skills and Abilities

- Proficient with Oil and Gas Software (preferably BOLO)
- Must possess proficient skills with Microsoft office, with intermediate to advanced Excel skills
- Highly detailed and organized, able to meet assigned deadlines.
- Must possess the ability to work independently with minimal direction from manager.
- Must possess the ability to gather and analyze data, reason logically and creatively, draw conclusions, and make appropriate recommendations.
- Ability to communicate effectively both in written and verbal form possessing excellent interpersonal skills
- Ability to contribute to a positive work environment and be willing to participate in the solution process.
- Ability to work cooperatively and collaboratively with all levels of employees, management, partners and royalty owners.
- Must be dependable with a stable work history.
- Ability to maintain stability under pressure and be flexible and willing to modify plans and behavior when necessary.
- Ability to be a positive representative of the Company both internally and externally.
- Ability to work with respect and cooperation at all times with fellow employees
- Must always be committed to working safely.

Experience/Education:

- Bachelor's degree in accounting is preferred.
- 2-5 years accounting in oil and gas preferred
- Experience with BOLO software is preferred.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last _____ First _____ M.I. _____

Address: _____
Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Resume and Cover Letter

Please submit your resume and cover letter as an attachment to this application.

Application Submission

Please email your completed job application, resume and cover letter to careers@carbon-creek.com