



Available Job Opportunity: Accounting – Accounts Payable & Joint Interests Billing Manager

This is a full-time on-site role located in Allen, Texas.

The CapturePoint Accounting Team is seeking an Accounts Payable and Joint Interest Billing Manager to be responsible for both processes. The ideal candidate will have initiative, leadership qualities, flexibility, and effective communication skills.

Qualifications:

- Degree in Accounting (preferred)
- Thorough understanding of Accounts Payable & Joint Interest Billing Practices

Requirements:

- Accounting experience in Oil & Gas or CCUS industries (2+ years)
- Accounts Payable and Joint Interest Billing experience (2+ years each)
- Management experience (preferred)
- Experience with PakEnergy Software fka WolfePak (preferred)
- High levels of accuracy and attention-to-detail
- Strong organizational and communication skills
- Demonstrated leadership qualities
- Comprehensive digital literacy and expertise with Microsoft Office Products

Duties:

- Oversee, organize, correct and code invoices in accounting software
- Work with internal personnel and vendors to verify invoices and answer inquiries
- Lead a team of Accounts Payable Specialists, ensuring the highest standards of accuracy and customer service
- Vendor management
- Draft and post monthly journal entries
- Generate annual 1099 reporting to the IRS
- Create and send monthly Joint Interest Billing statements to, and occasional communications with, working interest owners
- Make bank deposits and accompanying entries to record payments and refunds
- Create, record, and track Authority for Expenditure (AFE) projects in accounting software
- Ad hoc projects and reporting upon request

Apply by sending your resume to jobs@capturepointllc.com. Indicate that you wish to be considered for the Accounting – JIB and AP Manager position. We will contact you if you qualify for an interview. No phone inquiries please.