



Available Job Opportunity: Senior Joint Interest Billing and Property Accountant

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

CapturePoint is seeking a Senior Joint Interest Billing and Property Accountant to join the Accounting Team. The ideal candidate will step in to own the Joint Interest Billing processes, along with Property Accounting, while also providing support to the Accounts Payable Supervisor. You must have the flexibility to adjust to an ever-changing, fast-paced environment, and the ability to multi-task is critical.

This position requires a highly adept communicator to work directly with managers and other personnel throughout the company on operational matters impacting financial results. You must have extensive expertise and be fully capable of making independent decisions on a routine basis. You will also be asked to assist with other accounting functions, so it is vital that you have a willingness to help where needed.

Duties:

- Oversight of the Joint Interest Billing process including invoicing and re-billings.
- Review coding of invoices as part of the Joint Interest Billing close process.
- Work with internal personnel to answer inquiries from working interest owners.
- Provide support to the Accounts Payable Supervisor and leadership in accomplishing company goals.
- Close the JIB system monthly and send Joint Interest Billing statements.
- Draft and post monthly journal entries.
- Communicate with working interest owners as needed.
- Make bank deposits and accompanying entries to record payments and refunds.
- Create, record, and track Authority for Expenditure (AFE) projects in Accounting Software.
- Track capital costs for CO₂ sequestration projects.
- Complete ad hoc projects and reporting upon request.

Knowledge, Skills, and Abilities:

- Ability to work independently and as part of a team in a fast-paced, frequently changing environment.
- Ability to create, maintain, and utilize spreadsheets of varying complexity while maintaining accuracy.

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- Fluency in word-processing software platforms and database programs.
- Must be pro-active and be able to take on new tasks with a high level of difficulty.
- Able to organize, prioritize and function under tight deadlines.
- Ability to follow instructions furnished in verbal or written format.

Qualifications:

- Degree in Accounting (preferred), or equivalent industry experience
- Thorough understanding of Accounts Payable & Joint Interest Billing Practices (required)
- Oil & Gas Industry Experience (5+ Years)
- Experience with PakEnergy WolfePak and/or Quorum (preferred)

Benefits:

- Competitive salary and bonus.
- Comprehensive health package (medical, dental, and vision).
- Other premier benefits: 401(k) match and Tuition Assistance.

Apply by sending your resume to jobs@capturepointllc.com. Indicate that you wish to be considered for the Senior Joint Interest Billing and Property Accountant position. We will contact you if you qualify for an interview. No phone inquiries please.