

# MACPHERSON

POWERING THE FUTURE

## **Staff Accountant - Revenue Job Description**

Macpherson is a privately-held, family-owned and operated energy producer. We invest in responsible, sustainable energy sources to augment our oil recovery operations. We are committed to exploring innovative energy production methods to meet California's growing energy needs.

### **Responsibilities:**

- Process Revenue for company and outside operated oil and gas leases
- Interact with other departments such as Operations, Production Accounting and Land to ensure the proper revenue is recorded each month
- Send monthly revenue statements and payments to royalty owners
- Assist Land department with royalty owner questions and updates
- Respond to Federal, State, and Private royalty owner audits
- Prepare monthly Journal Entries for banking activities
- Manage Bank Reconciliations for over 10+ companies
- Setup Authorization for Expenditures (AFEs) in Accounting system
- Assist Land department with California Escheat process
- Handle California quarterly 592's and annual 592-B tax filings
- Compile data for Business Property Statement (571-L)
- Compile data for annual Business License Renewal
- Cross train with Joint Interest Accountant
- Other related duties as assigned

# MACPHERSON

POWERING THE FUTURE

## **Qualifications:**

- Bachelor's degree in Accounting or Finance
- Advanced Microsoft Excel skills
- Problem solving and analytical skills
- Demonstrate strong work ethic, attention to detail and a positive attitude
- Proactive self-starter and excellent communication skills
- Ability to work independently and as a member of a team
- Ability to manage multiple monthly priorities and deadlines

## **Preferred Qualifications:**

- Experience in Oil & Gas industry
- Experience working with OGSys, Open Invoice, and ADP
- Public Accounting experience