

**Position: Revenue Manager**

**Location: Fort Worth, Texas**

**Reports to: Controller**

**Job Description**

The Revenue Manager will report directly to the Controller. He or she will perform various revenue and general accounting functions including tracking/managing volumes and accounting for both oil and gas wells, paying severance taxes and royalties, overseeing revenue distributions, creating journal entries, and maintaining current account reconciliations and variance analysis reports.

**Responsibilities**

Review purchaser statements and check detail to determine accuracy of revenue payments  
Record complex oil & gas revenue transactions by creating vouchers in Excel for upload to Quorum  
Ensure timely payment of state severance taxes  
Ensure timely payment of state and federal royalties  
Reconcile and resolve discrepancies by property and purchaser  
Prepare sales variance analysis and detail major fluctuations  
Create and maintain journal entries and general ledger reconciliations  
Provide data to support audit, litigation, and acquisition/divestiture activities  
Special projects supporting the Controller and Chief Financial Officer

**Skills and Experience**

7+ years upstream oil & gas revenue accounting experience  
Advanced Excel  
Quorum ERP experience a definite plus  
Bachelor's degree in Accounting or equivalent experience  
Verifiable aptitude for planning and executing multiple projects simultaneously  
Ability and desire to independently process both complex and simple transactions  
Ability and desire to successfully function as a member of the accounting team  
Demonstrated dedication to managing multiple concurrent deadlines