



Position Available  
Revenue Accountant  
Artesia, NM

**JOB DESCRIPTION:**

This position is responsible for the accurate and timely processing of revenue from oil and gas sales including royalty distributions and preparation of ONRR and State Tax reports.

**JOB REQUIREMENTS:**

Responsibilities

- Prepare oil and gas sales in Excel as needed in order to process revenue through Enertia accounting system.
- Assist and prepare ONRR reports.
- Assist and prepare NM State severance tax reports and royalty reports.
- Perform account reconciliations for revenue, royalty and tax accounts.
- Complete revenue general ledger account reconciliations and journal entries.
- Book non-operated revenue sales information into Enertia.
- Various general accounting functions.
- Performs various special projects or tasks as requested.

Minimum Education and Experience:

- Bachelor's Degree in Accounting.
- Minimum 2-5 years' experience in onshore oil and gas revenue accounting.
- Proficiency in MS Office and Excel required.
- Enertia oil and gas accounting software experience is desirable.
- ONRR reporting, ONRR "unbundling" and New Mexico tax and royalty reporting experience desired but not required.
- Excellent communication skills with both internal co-workers and external vendors.
- Able to communicate and work as a team player.
- Able to complete complex tasks with limited supervision.
- Strong analytical and organizational skills required.

## JOB BENEFITS:

Compensation includes industry competitive salary commensurate with experience, performance incentives, plus medical and dental benefits, 401(k), etc. Details are available upon application.

If interested in the position, please send resume and reference this job title to [careers@MatadorResources.com](mailto:careers@MatadorResources.com)