

Accountant II

Posted: February 6, 2025

Full Time

Location: Saint Michaels, Arizona

Job Details - Closing Date: Open Until Filled

****Applicant must have a valid, unrestricted insurable Driver's License****

****Application, Resume and References are required****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Maintain Confidentiality.
- Provide a high level of service to internal and external customers, vendors, external auditors by responding to business unit inquiries or data requests from all levels of management.
- Performing advanced accounting tasks, including account maintenance, cost distribution, and report preparation.
- Possess excellent customer service skills – ensuring internal and external customers issues are resolved to their satisfaction.
- Design, develop and/or maintain financial, budgetary, regulatory, statistical and other management reports. Lead or participate in the design and development of new reports.
- Analyze and/or reconcile accounts monthly, quarterly, and annually including reports of other department staff.
- Recommend enhancements to improve system functionality, internal controls, process efficiencies and quality of reporting.
- Prepare journal vouchers and sensitive and complex cash, revenue, billing, and payments for oil and gas transactions into accounting system.
- Assist and advise business units in the preparation of annual budgets, forecasts and research to produce ad hoc reporting as needed.
- Perform monthly analysis and prepare explanations of variances to budgets, forecasts and prior period actual results that present more risk or exposure.
- Research, review or propose accounting treatment for complex transactions by applying generally accepted accounting principles, FERC regulations, and company accounting policies.
- Interpret changes in accounting rules and determine the impact on company policies and/or practices.
- Assist with monthly depletion calculations and recording.
- Prepare monthly hedge activity (no analytical review).
- Preparing the monthly Tariff Statements for the Pipeline Business.
- Preparing the Navajo Nation Royalty In Kind due to the Navajo Nation
- Calculating monthly Run Tickets to determine net barrels of oil sold.
- Prepare reports for monthly production, calculate Sales Taxes and Royalty and file with State, Federal, and Navajo Nation.
- Other duties as required

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 5 years of accounting responsibilities with demonstrated progressive responsibilities; or a combination of experience and education equivalent up to 10 years direct work experience with continuing education.

Education:

- A bachelor's degree in accounting, finance or related field is preferred plus 8 years of direct work experience. The degree earned must be from an accredited college or university.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of General Accounting Principles
- Able to apply general accounting theory
- Ability to work independently
- Ability to multi-task to meet timely deadlines
- Proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation
- Excellent Interpersonal skills
- Handle and maintain related proprietary and confidential matter