

# Accountant II

Posted: September 3, 2025

Full Time

Location: St. Michaels, AZ

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.
- Possess strong communication skills to effectively interact with diverse stakeholders, including Customers, Vendors, Oil and Gas Partners and Financial Audit Team.
- Accurately record financial data into accounting systems.
- Participate in Convenient Store cash audits as necessary.
- Develop and maintain Excel worksheets to support various business units.
- Responsible for accurately recording cash receipts and wire transfers and properly reconcile bank accounts.
- Accurately record and process oil and gas accounts receivable billings and payments within the accounting system.
- Collect and maintain W9 forms for all contractors and vendors.
- Generate and file accurate 1099 forms annually, ensuring compliance with all tax regulations and deadlines.
- Oversee the complete lifecycle of accounts payable checks, including processing, verification, and obtaining necessary approvals.
- Utilize strong analytical skills to identify and resolve discrepancies effectively.
- Assist in comparing general ledger balances with supporting documentation for balance sheet accounts.
- Reconcile internal credit card statements.
- Manage sales tax compliance and reporting for State, Federal, and Navajo Nation jurisdictions.
- Accurately record monthly Mark-to-Market (MTM) hedge accounting entries.
- Responsible for calculating net oil volumes associated tariff charges and prepare transport invoice for purchaser.
- Responsible for accurate and timely calculation of Oil and Gas Revenues, Royalties and Partner Revenue Share.
- Understand the Capital Expenditure process for Oil and Gas Properties.
- Responsible for processing joint interest billing from partners, involving meticulous data manipulation, accurate accrual calculation, system uploads, and thorough reconciliation to ensure accurate financial reporting. This includes posting all necessary journal entries.
- Ensure the accuracy and integrity of financial reporting.
- Participate in preparing the Federal Energy Regulatory Commission (FERC) report for submission to Federal Government.
- 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 training.

### Education:

- A Bachelor of Science degree in accounting, finance or related field earned from an accredited college or university

### **Mandatory Knowledge, Skills, Abilities, and Other Qualifications:**

- Knowledge of General Accounting Principles
- Proficient in applying accounting theory to complex financial scenarios
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Proven ability to manage multiple priorities and meet tight deadlines
- Provide guidance and training to accounting staff.
- Capable of working with minimal supervision
- Effectively communicates complex information both verbally and in writing, fostering collaboration and achieving team goals through strong organizational abilities.