

POSITION TITLE: General Accountant

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Location: TX

Department/Division: Corporate

Reports To: Controller

### **Summary of Position**

The General Accountant supports the Controller and the Corporate Accounting Department which includes Accounts Payable and Accounts Receivable in matters relating to overall company accounting functions.

### **Essential Job Requirements**

- Complete Accounts Receivable and Accounts Payable tasks as assigned
- Prepare, review and post journal entries related to daily cash activities and inter-company transactions
- Prepare all monthly interest calculations and journal entries for all debt instruments and related commitment fees
- Prepare all payroll journal entries, including CAPEX, benefits, and bonus accruals
- Maintain property tax accrual schedule and prepare all related journal entries
- Calculate and submit all sales tax, franchise tax, and gross receipts filings
- Complete monthly bank reconciliations for all company bank accounts.
- Record all interest earned on all trusts and bonds held by the company
- Prepare and calculate monthly general and administrative allocations
- Prepare cash paid for interest schedule
- Review prepayment and/or financing of annual insurance renewals, assuring proper monthly allocation to expenses based on underlying insured assets
- Complete monthly journal entry listing comparison between general ledger and supporting documentation on the share drive for the Corporate Accounting Department
- Process daily deposits of incoming checks and generate required journal entries to properly record the cash receipts on a timely basis, coordinating with the Accounts Receivable Department and monitoring related clearing accounts as needed.
- Reconcile assigned general ledger accounts and prepare required adjustments as needed
- Calculate monthly and quarterly royalty and rental payments to land owners
- Generate all required Asset Retirement Obligation (ARO) entries and maintain all related schedules
- Monitor asset additions and retirements that may impact ARO balances and/or generate new obligation calculations as required
- Accurately track Authorization For Expenditure projects for field personnel and management review
- Assist or complete the following as needed: Intangibles schedule, Select Vendor accrual, ARO accretion, Notes Receivable, Deferred Rent, Inter-Company Journal Entries, uploading monthly credit card activity for the Accounts Payable Department, Remediation AFEs, entering of AP invoices as needed, invoicing customers as need for the Accounts Receivable Department, researching disputed invoices by customers, creating monthly close calendar, preparing Daily Cash postings and creating AFEs in NetSuite.

- Assist with audits as required for the position
- Identify and propose solutions for process improvements while ensuring daily responsibilities are completed with detail, accuracy and timeliness
- Update and maintain policies and procedures (SOP) documentation
- Provide cross-training and guidance to other team members
- Responsible for month end close preparation, cash application, journal entries, deposits, and both managing and prioritizing areas of responsibility
- Other duties as assigned
- Consistent and dependable attendance and punctuality is required.
- Will be required to work extra hours during month end close, audits, and as the need arises
- Performs other related duties as assigned

### **Required Education**

- Bachelor's Degree in Accounting

### **Required Experience**

- 0-1 years of experience
- Knowledge of financial systems (Netsuite preferred)

### **Required Skills**

- Analytical and problem-solving skills
- Comply with applicable rules, regulations, standards, and systems of internal control
- Self-motivated
- Critical thinking
- Communication and interpersonal skills
- Deadline driven
- Ability to multitask
- Must exhibit intermediate proficiency in Microsoft Office upon testing (Word, Outlook, PowerPoint, Excel)
- Organization and attention to detail
- Active learning

### **Physical Requirements**

- Must be able to regularly speak and hear by use of phone and in person conversation
- Must be able to demonstrate fine manipulation by hand by means of constant typing and 10-key
- Requires filing occasionally, and the ability to lift and/or carry files, open filing cabinets, and bend or stand on a stool as necessary
- Must be able to sit for extended periods of time
- Must be able to see through the use of a computer monitor

### **Equipment Used**

- Computer
- Desk phone
- Printer

- Scanner
- Fax machine
- Metering machine
- Standard office supplies

**Supervisory Responsibilities**

No

**Working Conditions**

Standard indoor office environment. May be required to travel occasionally as needed to various regional locations.

**Controller**  
Hiring Manager

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Signature

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Date