

Job Description

Position: Capital Accountant

Monthly Routine:

- Capital tracking
- Inventory control – Material transfers
- Post all capital invoices
- Master data maintenance: Set-up and maintain cost centres, DOI's, AFE's, Internal / External supplemental AFE's, overhead charges associated with new AFE's and new DOI's for new wells on production
- Set up operated cash calls and invoice to partners
- Analyse and clear capital suspense accounts
- Manage well sheets
- Provide training and leadership as required
- Owner and support of AFE Nexus

Month End:

- Reverse prior month accruals
- Current month capital accrual, coordinate with engineers and land as required

Annual Routine:

- Provide data for GCA reporting
- Property reviews
- Add hock operations reporting
- Payouts – Inbound and Outbound
- Back up to Operations Accountant