

Matador Resources Company – Revenue Accountant – Job Description

Duties & Job Responsibilities:

- Prepare oil and gas sales in Excel as needed 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

Education and Work Experience

- Bachelor's Degree in Accounting
- Minimum 2-5 years of experience in onshore oil and gas revenue accounting

Technical Skills & Knowledge

- Proficiency in MS Office is desired
- Excel proficiency required
- Enertia oil and gas accounting software experience preferred but not required
- ONRR reporting experience preferred but not required
- New Mexico tax and royalty reporting experience preferred but not required
- ONRR “unbundling” experience preferred but not required

Personal & Soft Skills

- Self-motivated individual who is dependable and can follow through on all assignments
- Able to complete complex tasks with limited supervision
- Able to communicate and work as a team member
- Strong analytical and organizational skills required