

## Accountant

*Goodnight Midstream owns and operates an extensive network of reliable produced water gathering and disposal systems in three of the county's most active oil plays - the Williston Basin, the Permian Basin and the Eagle Ford shale.*

*Our midstream approach minimizes environmental impact and improves health and safety while lowering lease operating expense and improving reliability for our customers. Goodnight is supported by a team of highly experienced engineers and operating professionals.*

**Job Summary:** This exempt-level position will report directly to the Assistant Controller and supports all areas of the Accounting department.

### **Responsibilities**

- Complete Month-end close process, including reconciliations, accruals, journal entries, and monthly reporting.
- Process Accounts Payable and Accounts Receivable:
  - Accounts Payable:
    - Enters invoices into Accounting system
    - Researches, tracks, and resolves Payables problems and coding discrepancies
    - Communicates effectively with vendors via phone, email and/or in-person
    - Supports General Ledger Manager on A/P, P&L analysis
    - Reconciles vendor aging statements
  - Accounts Receivable / Revenue:
    - Coordinates customer invoicing, including internal ticketing software, daily ticket quality assurance, and loading of invoices into customers' invoicing software
    - Researches, tracks, and resolves invoicing problems, makes corrections as needed
    - Contacts customers about unpaid invoices via phone and e-mail or in-person
- Manages corporate credit card activity
- Records cash payments to General Ledger
- Responsible for reconciliation of General Ledger accounts
- Prepares and files documents, reports and records, both internally and with various entities
- Completes special projects, as needed
- Keeps management informed of area activities and of any significant problems
- Manages filing of AP and AR documents
- Perform special projects, as assigned

### **Education and Experience:**

The Accountant must hold a Bachelor's Degree with a major in accounting or other business-related field, or a Master's Degree in Accounting. This is an entry level position with 0-2 years of experience. Previous experience in Oil and Gas industry is a plus. Must be well versed and comfortable in MS Office, especially Excel.

The Accountant must be detail-oriented and organized and be able to meet deadlines as assigned. Strong written and verbal communication skills necessary. This position requires a trustworthy individual with high integrity. The incumbent should have strong internal and external customer service skills. Self-motivation and a team player attitude are desirable skills.

### **Working Environment/Physical Requirements:**

Remains stationary at least 75% of the time. This position constantly operates computers, printers and other office productivity machines (e.g., fax machine, copier, etc.) Occasionally required to move documents or files weighing up to 10 lbs. This position requires constant verbal and written communication and exchange of information with clients, vendors, land owners and other staff. This position must be able to inspect and observe information on a computer screen at least 80% of the time.