



Cantium Management, LLC Position Description

JOB TITLE: [Property Accountant](#)

General Summary

Responsible for maintaining the property accounting records for Cantium LLC, both in service producing property and nonproducing/shut-in property. Position includes analysis of capital project expenditures vs budgets as well as asset depreciation, depletion and impairment.

Principal Duties and Responsibilities

Property & Asset Management

- Establishing new asset records within the Accounting system
- Calculation and recordation of Depreciation of O&G Assets
- Asset Impairment analysis and subsequent calculations when required
- Routinely review unproved property holdings for possible reclass to proved status
- Record Lease Acquisitions

Asset Ownership

- Coordinate with Land/Legal to determine ownership percentages for new assets
- Establish Land/Legal approved ownership expense/capital decks in OGSYS system
- Activate new/update and inactivate (old) decks as required
- Assist with owner inquiries for Joint assets charges

Project Management (Authority for Expenditure – AFE)

- Working with Operations to establish new AFE project budgets
- Establishing & maintaining AFE budgets in OGSYS
- Budget vs Field vs Actual analysis reporting to Engineering
- Calculation and recordation of Accruals for Capital Projects
- Review Project Gross vs Net Billings
- Review Long Tail Projects for proper accruals

Work in Progress Accounting

- Track and analyze AFE Work in Progress (WIP) and reclass to production as needed
- Maintain Accounting system project Dates (Commencement, Completion & Closeout)
- Reconcile Early Works expenditures and reclass to active when appropriate

Inventory & Fixed Assets

- Coordinate Long-Lead items with Operations for proper coding & classification
- Review of Inventory reporting provided by Purchasing Dept
- Recordation of Material transfers of Oil & Gas property inventory placed in service

Asset Retirement Obligations (ARO)

- Calculation and recordation of Asset Retirement Obligations (ARO)
- Calculation and recordation of ARO Accretion



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Accounting Software Applications:

- OGSYS – Oil & Gas Information Systems by Quorum
- Maintaining Asset User Defined Fields (UDFs) in OGSYS
- Maintain Asset Cross Reference Table for Accounting/Production/Reserves
- Maintain monthly well allocations in OGSYS
- Upload of Field Estimates to AFE setup in OGSYS

Knowledge, Skills and Abilities Required

3+ years Oil & Gas experience preferred

OGSYS experience a plus

Must be capable of working independently with minimum supervision

Advanced Excel and data management skills required

Administrative

Reports to: Controller

Directs work of: None