



**UNITED ENERGY TRADING, LLC**

## **Staff Accountant**

Natural gas and crude oil marketing company is looking to add a Staff Accountant to its dynamic team. Must be a self-starter, effective problem-solver, and able to work as a team player. Core job functions include: integrating gasoline and diesel fuel sales into accounting system, initiating ACH debits via online banking system to collect customer payments, preparing and filing sales tax returns, as well as assisting with monthly financial reporting on Microsoft Great Plains Dynamics.

Bachelor's degree in Accounting or Business Management preferred. Salary is negotiable, depending on experience.

### **Other Info**

#### Essential Skills

- Problem solving
- Working effectively as a team player
- Prioritizing workload and meeting deadlines
- Working independently without constant supervision
- Experience with Microsoft Excel
- Effective written communication skills, using both email and instant messaging
- Accepting new challenges as necessary

#### Job Description

- Reconciling BOL's to ensure sales data is complete
- Reviewing accounts receivable and initiating ACH transactions to collect payments
- Communicating with refined products customers effectively
- Generating sales invoices and assisting with cash settlement with counterparties
- Reviewing invoices from UET counterparties and reconciling any differences
- Assisting with financial reporting in Microsoft/Great Plains Dynamics
- Preparing and filing gross production tax reports with state governments
- Working with severance tax calculations, state withholdings and remittances
- Preparing and filing sales tax reports with state tax departments
- Maintaining sales tax exemption records and systems
- Taking initiative to research rules and regulations to ensure compliance

Jodi Herslip, United Energy Trading at [jherslip@unitedenergycorp.com](mailto:jherslip@unitedenergycorp.com) . Applicants will be kept confidential. Equal Opportunity Employer.