

JOB DESCRIPTION

Title: Utility Accountant

Position Summary

Natural Gas Processing Co., a Wyoming corporation, through its divisions Zia Natural Gas Company and Wyoming Gas Company, has over 46,500 gas utility customers in both Wyoming and New Mexico, employs 85 people, and has over \$34 million in yearly gross revenue. The position is responsible for all utility accounting functions and including gas volume reporting, regulatory compliance, and annual reporting.

Essential Functions and Areas of Responsibilities

- Assist monthly financial close process including preparation of internal monthly financial statements
- Prepare monthly volume statements for gas purchasing;
- Bi-monthly accounts payable processing;
- Participate in annual depreciation processing and reconciliation;
- Reconcile Gas Purchasing Adjustment Clause;
- Prepare monthly Gross Receipts Tax, Franchise Tax, I & S Fee, and Property Tax reports;
- Reconcile Energy Efficiency Program;
- Assist with internal accounting controls;
- Work with external tax accountant and auditors for preparation of all tax filings and require audits
- Assist the preparation of all regulatory compliance filings in Wyoming and New Mexico
- Participate in annual budget process
- Assist in prepare utility rate filings (5 to 10 years)
- Monitor trends in utility accounting and business management best practices; recommend and implement changes

Skills

- Bachelor's Degree in Accounting, Finance, or Business Management
- Background in utility accounting preferred
- Oil and Gas accounting, tax accounting or CPA license a plus
- Strong spreadsheet and data management skills
- Strong oral and written communication skills
- Strong leadership, communication, supervisory and organizational skills

Minimum starting pay for qualified applicants is \$60,000 per year. Due to federal regulations, vehicle insurance requirements, and nature of job description, a criminal background check, pre-employment drug screen check, and driving record check are required.

To apply, please send a resume with cover letter to Oscar Saucedo at osaucedo@zngc.com, drop off at 100 Short Dr, Ruidoso Downs, NM or mail to Zia Natural Gas Company, Attn: Oscar Saucedo, PO Box 888, Ruidoso Downs, 88346.