

**BALLARD PETROLEUM HOLDINGS LLC  
JOB DESCRIPTION**

**TITLE:** Accounts Payable Supervisor  
**DATE:** August 20, 2024  
**DEPARTMENT:** Accounting / Finance  
**LOCATION:** Billings, MT  
**WORK STATUS:** Full Time

**I. BASIC FUNCTION**

The Accounts Payable Supervisor will be responsible for the review of accounts payable transactions. This role will collaborate with the accounting and operations teams to ensure effective financial reporting and compliance with all financial regulations and procedures. This position will be responsible for managing the accounts payable close process as well as assisting with audit activities related to accounts payable.

**II. QUALIFICATIONS**

Minimum of four years of Accounts Payable Supervisory or GAAP compliant accounting position. Preference given to previous Oil & Gas, Mining, Excalibur or Docvue experience. Proficient with Microsoft office applications along with strong verbal, written communication, and interpersonal skills. Ability to work collaboratively with all levels of employees, management, and external parties. Must be highly detail oriented, with strong organizational and time management skills.

**III. DUTIES AND RESPONSIBILITIES**

- A. Manages and supervises the accounts payable department in the organization.
- B. Ensures that systems, policies, and procedures adhere to company policies while functioning with accuracy and timeliness.
- C. Enter a variety of invoices for payment into the accounting system, including monthly land payments, and utilizing excel to upload certain vendor and non-operated invoices.
- D. Ensure proper coding (expense, capital, inventory, general and administrative, AFE's etc) is utilized including ensuring the correct wells are charged.
- E. Process weekly check runs to ensure financial obligations are met efficiently, including communication with vendors and review of vendor billing statements.
- F. Responsible for new vendor setup along with preparation and filing annual 1099's.
- G. Entering and/or modifying vendor ACH instructions, including verbal confirmation of instructions received.
- H. Setup or modify Joint Interest Billing Decks as needed.
- I. Coordinate with a variety of individuals to ensure invoices are being electronically approved in a timely manner, including identifying invoices offering discounts.
- J. Review periodic Lease Operating Statement for reasonableness and distribution.
- K. Assists with external audits as needed.
- L. Assist in the ongoing improvement and refinement of internal control procedures and operational efficiency relating to accounts payable in consultation with CFO, Accountant II and IS Manager.
- M. Responsible for coordinating accounts payable monthly close activities with CFO and Accountant II.
- N. Prepare monthly journal entries for cost allocations and expense accruals.
- O. Performs reviews of accounts payable transactions to check accuracy and adequacy of required supporting documentation.

- P. Update written policies and procedures over the accounts payable financial close and reporting processes as needed.
- Q. Other duties may be assigned.

#### **IV. SUPERVISION EXERCISED**

Accounts Payable Analyst

#### **V. SUPERVISION RECEIVED**

Chief Financial Officer