

AP Supervisor

Resolute Natural Resources Company, LLC has an immediate full time opening for an Accounts Payable Supervisor. This position provides support to the Operations Accounting Manager while overseeing a small team. Responsibilities include:

- Collect and maintain detailed records; review and update information in accounting systems; perform defined analyses and verify data for accuracy and completeness
- Perform standard analysis of accounts for proper handling of transactions; monitor, verify and post expenditures
- Serve as resource to other departments and outside agencies; provide information and assist with resolution of problems.
- Perform data entry for designated accounts
- Evaluate performance on subordinate staff; effectively recommend hiring, promotion, termination, disciplinary, and commendatory actions of all assigned personnel.

Minimum seven years oil and gas experience and three years supervisor experience. Accounting degree preferred but not required. Intermediate Windows software applications, including Excel, and general database skills required. Knowledge of basic accounts payable/receivable practices required. Experience with OilDex or other oil & gas accounting database a plus.

Send cover letter and resume to:

hr@resoluteenergy.com

Resolute Energy Corp.

Attn: Recruiting

1675 Broadway, Suite 1950

Denver, CO 80202

Fax: 303-825-3095

Include **AP Supervisor** in subject line. No phone calls or agencies please. EOE