

Endeavor Acquisitions, LLC, is a mineral and royalty acquisition company that is based in Fort Worth, Texas. We have been successfully acquiring mineral and royalty interest throughout the United States for over 15 years, and at this time are seeking someone to join our team who can help us in managing our assets. Specifically, we are looking for a part-time bookkeeper who can assist in updating our asset databases and financial records. The role will include the following responsibilities:

**Role Responsibilities:**

- Inputting information into accounting software to update financial statements/records
- Inputting and updating information in mineral software databases to account for acquisitions and divestitures
- Updating and maintaining internal databases to track royalty revenues, current oil and gas production, permits and filings

**Preferred Skills:**

- Knowledge in accounting
- Knowledge with mineral software databases
- Knowledge on how to use Drilling Info and other web based land resources

**Required Skills:**

- Knowledge on Microsoft Office
- Excellent communication and team building skills
- Flexible and agreeable in not only fulfilling job roles but other tasks that may be necessary for the benefit of the company

This role is for a part time contractor position. Pay will be determined based on knowledge and experience.