

Oil & Gas Accounting Intern



The University of
Texas System

Department:	University Lands
Institution:	The University of Texas System Administration
Location:	In-person at 825 Town & Country Lane, Suite 1100 Houston, Texas or 704 W. Dengar Ave. Midland, Texas (Schedule may be hybrid with some days work from home and some days on-site)
No. of Openings:	1
Hours per Week:	40
Work Schedule:	Monday - Friday
Compensation:	\$25/hour
Orientation:	May 30 & 31, 2024
Start Date:	June 3, 2024
End Date:	August 9, 2024
Housing:	In-person interns are responsible for their own housing Position is located in either Houston or Midland, TX
Required for Application:	Resume & Cover Letter
FLSA Status:	Non-Exempt
Benefits Eligible:	No

About UT System

Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic and five health institutions. [The University of Texas System Administration](#) is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About University Lands

University Lands (UL) manages the surface and mineral interests of 2.1 million acres of land across nineteen counties in West Texas for the benefit of the Permanent University Fund (PUF). The PUF is one of the largest university endowments in the United States and benefits more than twenty educational and health institutions across both [The University of Texas System](#) and [Texas A&M University System](#). The Oil & Gas Analyst team oversees royalty reporting and payments to UL to ensure accurate that oil and gas production data and revenue is received. [More Information](#).

About the Internship

The University of Texas System Internship (UTSI) is a paid 10-week program that dovetails project-based work experience with a robust [professional development program](#), mentoring and opportunities for self-reflection.

[More Information](#)

Program Goals

- Contribute to UT student career development & success through real work experience
- Develop collaboration skills for a diverse, multi-generational workforce
- Offer hands-on experience in the student's field/function of study
- Provide a safe learning environment for professional development

Learning Objectives

Students will have the opportunity to develop their skills in (1) public speaking, (2) business writing, (3) interpersonal communication & emotional intelligence, (4) project management, (5) networking and (6) accounting, (7) auditing, and (8) oil & gas fundamentals as well as (9) enhance their understanding of the field of higher education.

Position Description

The oil and gas accounting intern will lead projects to assist the Oil & Gas Analyst team with production and revenue accounting analysis through review of purchaser statements and royalty reporting.

Qualifications

Currently enrolled in an undergraduate program at one of the 14 University of Texas institutions. Must be majoring in accounting, finance, business administration or similar field.

Knowledge, Skills & Abilities

Knowledge of general office practices and administrative procedures. Strong organizational skills. Strong communication skills. Ability to manage a variety of tasks. Ability to use standard office equipment and software. Familiarity with Microsoft 365, networking concepts, strong interest in critical analysis.

Working Conditions

Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional travel.

How to Apply

Apply online at: https://utsystemck.gov1.qualtrics.com/jfe/form/SV_8xiZtbCXnT3KXs

Additional Requirements

- **Professional Development Program (PDP):** PDP sessions take place every Tuesday from 1-2:30PM CT. PDP sessions are *MANDATORY*. Students who will be taking classes or have other work/academic obligations at this time during the program dates should not apply.
- **Residency:** ALL interns & law clerks, including those working remotely, **must reside in the state of Texas** for the duration of the program.
- **Intern & Law Clerk Summit:** ALL interns and law clerks must be available to attend an in person Summit in Austin July 30 & 31. (Transportation and accommodations are provided by UT System.)

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.

Please direct questions to UTSI@utsystem.edu.