

Sylvia Hayes Ortiz
Bulverde, Texas
(361) 222-4106
sylviaortiz71@gmail.com

- EXPERIENCE**
- Accounting Manager.** Texegy LLC, San Antonio, Texas
January 2018 - August 2025
Oversight/Management of Upstream Oil & Gas accounting functions utilizing Wolfepak/
Pakenergy (ERP)/QuickBooks. Preparation, analysis and closing of both standalone/
consolidated financial schedules/statements. Supervision of A/P, JIB & Revenue
Distribution, Severance Tax Compliance (TX & LA), DOI & owner relations, Engineering,
Production and Land department collaboration. Ad Hoc reporting. Engagement,
compliance and support among auditing/tax professionals. Direct support to CFO.
- Accountant/Supervisor/Financial Analyst.** Martex Energy Corporation, C.C. Texas
March 2001 – January 2021
- All oil & gas corporate accounting functions through year end – QuickBooks
 - Revenue Distribution
 - Joint Interest Billing
 - Evaluations of drilling prospects, leases and contracts
 - Analyses of financials, taxation, budgets, investments, and trusts – Excel
 - Federal and State Corporate/Payroll-Employer Tax & Reporting Compliance
 - Implementation of conversion from DOS to QuickBooks
 - Microsoft Office – Word, Excel, Access and PowerPoint; Peachtree
 - Texas Notary Public
- Accountant/Lease Analyst.** Lamar Oil & Gas, Inc., Rockport, Texas
April 1998 – March 2001
- All oil & gas accounting functions through year end - WolfePak
 - Revenue Distribution
 - Joint Interest Billing
 - Required operators multi-state and regulatory reporting of Oil & Gas Production
 - Preparation of oil & gas division assignments
 - Federal and State Employer Reporting and Compliance
 - Implementation of conversion from QuickBooks to WolfePak

EDUCATION

Texas A&M University, Corpus Christi, Texas
Master of Business Administration (MBA) – May 2016
Bachelor of Business Administration (BBA) – Aug 2013 Major: Accounting

Responsibilities and Supervision of:

Accounting & Financial Process, Closing and Reporting for (3) Companies and Consolidated:

Daily, Weekly or Monthly:

1. Daily Monitoring of Bank accounts
2. Transmitting of ACH/Wire transfers
3. Remote deposit of cash receipts
4. Collaboration of Departmental check requests
5. Approval of Accounts Payable
6. A/P check run and review accounts payable for aging invoices.
7. Supervision of the JIB process
8. Reviews the JIB receivables
9. Owner relations
10. Land support
11. Legal Suspense Clearance
12. Maintenance of DOI deck
13. AFE – Discussion of Coding with Engineering Department
14. Provide support to Production Department – Allocation worksheets
15. Texas Severance tax reporting/Comparison to Production reports
16. LATAP Severance tax payments
17. Revenue Suspense/ Owner DOI changes.
18. Revenue and (AR JIB) deposit receipts recorded.
19. Revenue Disbursement cycle
20. Review Aging receivables for discussion with Rajan.
21. Payroll entries provided by Aggie recorded.
22. Manual ACH transactions recorded.
23. Standard monthly entries such as ad valorem, depletion, insurance, prepaids.
24. Intercompany transactions
25. Determination and generating of JE's required
26. Monitoring of Chart of Accounts
27. Reconcile GL Detail accounts
28. Reconciles bank ledgers.
29. Reconcile Balance Sheet for outliner accounts.
30. Reconcile Income Statement for outliner accounts.
31. Bank reconciliation of all accounts.
32. Standalone Financials
33. Preparation of consolidated eliminations
34. Update consolidation company reporting.
35. Closed periods.
36. Amortization and depreciation schedules
37. Asset Retirement Obligation Schedule
38. Weekly Bank Position Report
39. P&L and LOS Consolidated reporting
40. Engineering report requests

- 41. SV Energy Payroll
- 42. All Employer Federal reporting and payments – 941, TEC, W-2s and FUTA
- 43. Processing of SV entries and provide data to CPA for tax preparation.
- 44. 1099 Revenue and Payable Process

Specialized Competences:

CFO Support

Complete auditing support

Tax preparation support

Providing small screenshot example of the volume of reporting that is necessary to complete Quarterly Management Reporting:

3rd Quarter

Clipboard	Organize	New	Open	Select	
This PC > OS (C:) > WP Documents > Youssef > 3rd Quarter 2020					
	Name	Date modified	Type	Size	
ss	3rd Quarter - American Bank Base Redetermination Reports	11/30/2020 3:15 PM	File folder		
oud Files	(Actual) 012020 - 082020 Consolidated LOS Production Based.xlsx	10/30/2020 5:45 PM	Microsoft Excel W...	28 KB	
	(Actual) 012020 - 082020 Texegy (All Wells) LOS Production Based.xlsx	10/30/2020 5:39 PM	Microsoft Excel W...	372 KB	
	(Actual) 012020 - 082020 Texegy (AWP) LOS Production Based.xlsx	10/30/2020 11:36 AM	Microsoft Excel W...	83 KB	
	(Actual) 012020 - 082020 Texegy (BF Non-Zarvona) LOS Production Based.xlsx	10/30/2020 11:35 AM	Microsoft Excel W...	67 KB	
ts	(Actual) 012020 - 082020 Texegy (RCB) LOS Production Based.xlsx	10/30/2020 11:49 AM	Microsoft Excel W...	60 KB	
	(Actual) 012020 - 082020 Texegy (SBC) LOS Production Based.xlsx	10/30/2020 12:01 PM	Microsoft Excel W...	142 KB	
its	(Actual) 012020 - 082020 Texegy (Zarvona) LOS Production Based.xlsx	10/30/2020 12:52 PM	Microsoft Excel W...	55 KB	
ds	(Actual) 012020 - 082020 TXROCO (SBL) LOS Production Based.xlsx	10/30/2020 10:58 AM	Microsoft Excel W...	39 KB	
	(Actual) 012020 - 082020 TXROCO (Zarvona) LOS Production Based.xlsx	10/30/2020 11:01 AM	Microsoft Excel W...	28 KB	
	(All) 012020 - 082020 TXROCO LOS Production Based.xlsx	10/30/2020 11:08 AM	Microsoft Excel W...	59 KB	
	3rd Quarter - (Actual) Consolidated PL and LOS Production Based.xlsx	11/30/2020 1:23 PM	Microsoft Excel W...	26 KB	
	012020 - 082020 LOS (Total).xlsx	10/7/2020 6:09 PM	Microsoft Excel W...	17 KB	
	012020 - 082020 Texegy (All Fields) LOS Production Based.xls	10/7/2020 7:23 PM	Microsoft Excel 97...	40 KB	
	012020 - 082020 Texegy (AWP) LOS Production Based.xlsx	10/7/2020 5:37 PM	Microsoft Excel W...	81 KB	
ept\$ (\\svstor) (G:)	012020 - 082020 Texegy (BF Non-Zarvona) LOS Production Based.xlsx	10/7/2020 7:20 PM	Microsoft Excel W...	67 KB	
1 (\\svstor) (K:)	012020 - 082020 Texegy (RCB) LOS Production Based.xlsx	10/7/2020 6:04 PM	Microsoft Excel W...	59 KB	
stor) (L:)	012020 - 082020 Texegy (SBC) LOS Production Based.xls	10/7/2020 5:46 PM	Microsoft Excel 97...	217 KB	
IMT (\\texegy-svr-01) (P:)	012020 - 082020 Texegy (Zarvona) LOS Production Based.xlsx	10/7/2020 5:37 PM	Microsoft Excel W...	55 KB	
rgdept\$ (\\svstor) (R:)	012020 - 082020 TXROCO (All Fields) LOS Production Based.xls	10/7/2020 7:30 PM	Microsoft Excel 97...	32 KB	
(\\svstor) (S:)	012020 - 082020 TXROCO (SBC) LOS Production Based.xlsx	10/7/2020 6:02 PM	Microsoft Excel W...	39 KB	
(\\svstor) (T:)	012020 - 082020 TXROCO (Zarvona) LOS Production Based.xlsx	10/7/2020 5:55 PM	Microsoft Excel W...	28 KB	
	012020 - 112020 Texegy (AWP) LOS Production Based (Estimated).xlsx	1/18/2021 1:27 PM	Microsoft Excel W...	95 KB	
	082020 - (Actual) Consolidated PL and LOS Production Based.xlsx	10/30/2020 5:02 PM	Microsoft Excel W...	25 KB	
	082020 - Consolidated Balance Sheet with Eliminations.xlsx	10/22/2020 12:34 PM	Microsoft Excel W...	12 KB	
	082020 - Consolidated Income Statement with Eliminations.xlsx	10/22/2020 12:35 PM	Microsoft Excel W...	15 KB	
	082020 - Consolidated Trial Balance with Eliminations.xlsx	10/22/2020 12:37 PM	Microsoft Excel W...	24 KB	
	082020 - Texegy Accrued Revenue JEs.pdf	10/22/2020 12:41 PM	Adobe Acrobat D...	8 KB	
	082020 - Texegy Accrued Seismic Costs JEs.pdf	10/22/2020 12:55 PM	Adobe Acrobat D...	8 KB	
	082020 - Texegy Balance Sheet.xlsx	10/22/2020 11:58 AM	Microsoft Excel W...	11 KB	
	082020 - Texegy Income Statement.xlsx	10/22/2020 12:01 PM	Microsoft Excel W...	13 KB	
	082020 - TXOPCO Balance Sheet.xlsx	10/22/2020 12:07 PM	Microsoft Excel W...	11 KB	
	082020 - TXOPCO Income Statement.xlsx	10/22/2020 12:09 PM	Microsoft Excel W...	11 KB	
	082020 - TXROCO Accrued Revenue JEs.pdf	10/22/2020 12:51 PM	Adobe Acrobat D...	8 KB	
	082020 - TXROCO Balance Sheet.xlsx	10/22/2020 12:11 PM	Microsoft Excel W...	9 KB	
	082020 - TXROCO Income Statement.xlsx	10/22/2020 12:12 PM	Microsoft Excel W...	9 KB	
	092020 - (Estimated) Consolidated PL and LOS Production Based.xlsx	11/23/2020 11:03 AM	Microsoft Excel W...	26 KB	
	092020 - 1214 and 2014 Elimination.pdf	11/30/2020 1:53 PM	Adobe Acrobat D...	859 KB	

Clipboard	Organize	New	Open	Select	
→ ▾ ⬆ 📁 This PC ▸ OS (C:) ▸ WP Documents ▸ Youssef ▸ 4th Quarter 2020					
	Name	Type	Date modified	Size	
📁 04152020 PBC Revenue	📄 Texegy Consolidated Depreciation Schedule.xls	Microsoft Excel 97...	3/17/2021 2:25 PM	46 KB	
📁 04152020 Subsequent Requests	📄 122018 - 12312020 - Consolidated JE's Eliminations.pdf	Adobe Acrobat D...	3/15/2021 1:58 PM	254 KB	
📁 04172020 - Michelle	📄 2020 Texegy OG Rollforward YE Tying with 2019 Audited sheet.xls	Microsoft Excel 97...	3/15/2021 12:19 PM	397 KB	
📁 04202020 - Subsequent Requests	📄 2020 Depletion and Impairment YE - Tying with 2019 Audited sheet.xls	Microsoft Excel 97...	3/15/2021 12:18 PM	14,574 KB	
📁 04212020 - Revenue Run	📄 12312020 - TXROCO Trial Balance.xlsx	Microsoft Excel W...	3/14/2021 10:16 PM	9 KB	
📁 05182020 - May JIB and Revenue Cy	📄 122020 - TXROCO Balance Sheet.xlsx	Microsoft Excel W...	3/14/2021 10:10 PM	9 KB	
📁 05182020 - Revenue Run	📄 122020 - TXROCO Income Statement.xlsx	Microsoft Excel W...	3/14/2021 9:57 PM	9 KB	
📁 06162020 - Legal Suspense Release	📄 12312020 - TXOPCO Trial Balance.xlsx	Microsoft Excel W...	3/14/2021 9:54 PM	21 KB	
📁 06232020 - May Revenue Run	📄 122020 - TXOPCO Income Statement.xlsx	Microsoft Excel W...	3/14/2021 9:52 PM	12 KB	
📁 07152020 - Revenue Cycle	📄 122020 - TXOPCO Balance Sheet.xlsx	Microsoft Excel W...	3/14/2021 9:50 PM	11 KB	
📁 09192020 - Revenue Cycle	📄 12312020 - Texegy LLC Trial Balance.xlsx	Microsoft Excel W...	3/14/2021 9:45 PM	13 KB	
📁 10202020 - Revenue Cycle	📄 122020 - Texegy LLC Income Statement.xlsx	Microsoft Excel W...	3/14/2021 9:43 PM	14 KB	
📁 11202020 - Revenue Cycle	📄 122020 - Texegy LLC Balance Sheet.xlsx	Microsoft Excel W...	3/14/2021 9:40 PM	10 KB	
📁 ACH Transfer to Bank	📄 12312020 Consolidated JE's Eliminations.pdf	Adobe Acrobat D...	3/14/2021 9:28 PM	170 KB	
📁 Aggie - HR	📄 12312020 - Consolidated Trial Balance with Eliminations.xlsx	Microsoft Excel W...	3/14/2021 9:24 PM	24 KB	
📁 American Bank Positive Pay	📄 122020 - Consolidated Income Statement with Eliminations.xlsx	Microsoft Excel W...	3/14/2021 9:22 PM	16 KB	
📁 Bank Position	📄 122020 - Consolidated Balance Sheet with Eliminations.xlsx	Microsoft Excel W...	3/14/2021 9:20 PM	11 KB	
📁 Completed Bank Statements	📄 Texegy 2020 - ARO Schedule - YS.xls	Microsoft Excel 97...	3/14/2021 7:10 PM	403 KB	
📁 Connic	📄 12312020 - WP Upload - Adjustments to ARO.xls	Microsoft Excel 97...	3/14/2021 6:49 PM	32 KB	
📁 Denny Correspondence	📄 (2) Copy of 2020 Texegy OG Rollforward YE Tying with 2019 Audited sheet.xls	Microsoft Excel 97...	3/14/2021 5:54 PM	424 KB	
📁 EDI Crude Folder	📄 Copy Texegy 2020 - ARO Schedule - YS.xls	Microsoft Excel 97...	3/14/2021 4:10 PM	272 KB	
📁 Engineering Requests	📄 12312020 - Acct 1511 ARO Detail.xlsx	Microsoft Excel W...	3/14/2021 4:01 PM	13 KB	
📁 Gemini	📄 Rank2.xlsx	Microsoft Excel W...	3/14/2021 1:39 PM	20 KB	
📁 Invoices	📄 Book3.xls	Microsoft Excel 97...	3/14/2021 1:30 PM	105 KB	
📁 IRS Notices	📄 Copy Texegy 2020 - ARO Schedule - YS - Copy.xls	Microsoft Excel 97...	3/14/2021 1:29 PM	272 KB	
📁 Land Changes	📄 12312019 - Acct 1511 Leger Detail.xlsx	Microsoft Excel W...	3/14/2021 1:00 PM	13 KB	
📁 LATop Reports and Payments	📄 123.xls	Microsoft Excel 97...	3/14/2021 3:19 AM	55 KB	
📁 Pedrotti Oil & Gas	📄 12312020 - JE.xlsx	Microsoft Excel W...	3/14/2021 1:35 AM	18 KB	
📁 Revenue	📄 2020 - WP Upload ARO Entries.xls	Microsoft Excel 97...	3/13/2021 7:25 PM	77 KB	
📁 Roxanne	📄 (In Process) Texegy 2020 - ARO Schedule-2.xls	Microsoft Excel 97...	3/12/2021 5:00 PM	239 KB	
📁 RSMUS	📄 12312020 - (Elimination) TXOPCO Account #4501 Ledger Listing- Income fro...	Microsoft Excel W...	3/12/2021 7:35 AM	65 KB	
📁 Scans	📄 12312020 - Rent Accrual.pdf	Adobe Acrobat D...	3/12/2021 6:07 AM	24 KB	
📁 SV Energy	📄 122020 - Texegy JIB.pdf	Adobe Acrobat D...	3/11/2021 8:28 PM	559 KB	
📁 SV Energy Reports To Denny	📄 12312020 - Texegy JIB (RIB00165).xlsx	Microsoft Excel W...	3/11/2021 8:22 PM	67 KB	
📁 Youssef	📄 122020 JIB - WP Upload Correct.xls	Microsoft Excel 97...	3/11/2021 8:21 PM	238 KB	
	📄 12312020 - Texegy JIB (RIB00165) Interface Correction.xlsx	Microsoft Excel W...	3/11/2021 8:17 PM	54 KB	
	📄 12312020 - Texegy JIB CorrectUpload.xlsx	Microsoft Excel W...	3/11/2021 8:05 PM	53 KB	
	📄 Great Texas Compression Memo Credit - Dec 2020 JE.xls	Microsoft Excel 97...	3/11/2021 5:33 PM	48 KB	