

<b>POSITION TITLE:</b>	Financial Reporting Analyst
<b>REPORTS TO:</b>	Manager Financial Reporting
<b>REQUISITION #:</b>	299

#### **POSITION SUMMARY:**

In this position, the Financial Reporting Analyst will be responsible for delivering key work product as part of the financial reporting process.

This position is located in our Houston office and works a 9/80 schedule.

#### **PRIMARY RESPONSIBILITIES**

- **Internal Reporting:** Manage the timely and accurate delivery of monthly reporting package under US GAAP for reporting to Management, including:
  - Prepare and review financial statements (I/S, B/S, CF, etc.) and related schedules to be included in the monthly financial reporting package.
  - Maintain adjusted EBITDA and FCF calculations for inclusion in monthly financial reporting package.
  - Compile and review monthly and quarterly variance analysis to explain significant variances in financial statement accounts, utilizing input from the respective account owners in the Accounting department.
  
- **Accounting Research/Implementation:** Support research of accounting and reporting issues and stay current with all accounting and reporting requirements, which impact the financial reporting, including:
  - Develop recommendations based on changes in reporting and/or accounting requirements.
  - Assist in the development, implementation and maintenance of accounting and reporting policies and procedures to ensure compliance with GAAP, SEC and Sarbanes-Oxley.
  - Review complex accounting entries prepared by accounting team members, as necessary, to ensure compliance with authoritative accounting guidance.
  - Support asset acquisition and divestiture contract review, accounting assessment and record activity to G/L, as necessary.
  
- **Annual Audit:** Help facilitate the coordination between accounting staff and external auditors to ensure a successful, efficient annual audit process, including:
  - Preparation of year-end financial statements and accompanying footnotes.
  - Prepare necessary supporting schedules utilized in the compiling footnote disclosures.
  - Be the primary contact person for the audit engagement.
  
- **Other Activities/Special Projects:**



- Evaluate accounting processes and reporting, looking for increased efficiencies and better information for management decision making.
- Coordinate and interact with Finance in due diligence or other initiatives, as required.

#### **MINIMUM REQUIREMENTS**

- Bachelor Degree in Accounting
- Certified Public Accountant
- 3+ years of business and accounting experience including:
  - Minimum of 3 years audit (public accounting) or 3 years public company financial reporting or planning experience, preferably in the energy industry
- Strong accounting skills, strong writing skills, and basic knowledge of US GAAP
- Strong analytical and problem solving skills
- Ability to conceptualize and assimilate data and present proposals in a clear and concise manner.
- Understanding and knowledge of accounting/auditing theory/practices and financial analysis and reporting
- Knowledge and understanding of internal controls, general accounting (G/L, A/R, A/P, etc.), and operational accounting (revenue, volumes, etc.)
- Ability to multi-task and prioritize assignments
- Good interpersonal and communication skills within all levels of the organization
- Adapt effectively to changing environment
- Systems aptitude and process orientation; strong computer skills essential, including extensive use of Microsoft Office Suite (especially Excel)
- Ability to work required overtime during critical periods, such as quarter/year end reporting or special projects

#### **PREFERRED QUALIFICATIONS**

- Master's Degree in Accounting
- Big 4 experience
- Prior Oil and gas industry experience
- Company reserves the right to advance the level depending on the candidates experience level