



## Senior Financial Accountant

### JOB DESCRIPTION

#### JOB INFORMATION

Position Title:	Senior Financial Accountant
Reports to:	Lead Financial Accountant
Department:	Accounting

#### JOB SUMMARY

The **Senior Financial Accountant** is responsible for performing a broad range of accounting and operational functions.

#### RESPONSIBILITIES

- Perform monthly journal entries for all areas of the general ledger including lease operating expenses, gathering and well cost accruals, depletion calculation and intercompany elimination entries
- Responsible for various monthly account reconciliations, identify reconciling items and perform variance analysis
- Develop monthly fluctuation analysis and explanations for financial results, prepare ad hoc reporting requirements to operations
- Prepare monthly cashflows and assist with the monthly reporting package to management
- Review statutory reports and respond to information requests from External Reporting, prepare the quarterly fair value of debt calculation
- Provide technical support on the treatment of accounting issues, implementation of new accounting standards and compliance with US GAAP
- Ensure compliance with SOX requirements and other internal policies and procedures in all areas of responsibility.
- Assist with information requests from internal audit, external audit and SOX consultants
- Oversee calculation of a net profits interest and related payments
- Administration of an internally developed AFE routing system
- Assist with identifying and implementing process improvement opportunities
- Perform special analysis and projects as assigned to support department goals

#### COMPETENCIES

Ownership of Results	Consistently sets and exceeds challenging performance goals to deliver excellent results. Focuses on what is important and creates a sense of urgency, successfully managing multiple priorities.
Achievement Orientation	Explores ways to improve service and works in an efficient and cost-effective manner.

#### COMPETENCIES (con't)

Effective Communication	Expresses one's needs, wants, opinions and preferences with respect for others. Listens with objectivity and clarifies messages; giving and receiving feedback effectively.
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Problem Solving/Analytical Thinking	Identifies and defines problems, displays curiosity and creates solutions. Looks beyond the obvious and doesn't stop at the first answer. Sees the "big picture" and understands how the various parts of an organization fit together.
Alignment Building/Conflict Resolution	Engages others and gains their understanding and commitment to a common purpose. Mediates conflict and find solutions satisfactory to all parties.
Strategic Thinking/Planning	Anticipates future consequences and trends accurately; has broad knowledge and perfective. Sets clear objectives and goals.
Team Development	Provides challenging tasks and assignments; constructs compelling development plans and frequently reviews plan with employees to ensure execution.

### **HIRING REQUIREMENTS**

- Bachelor's degree in accounting, CPA designation or equivalent a plus
- 3-5 years experience in accounting/auditing, oil and gas experience a plus
- Detail oriented, highly organized and self motivated
- Proficient in organizing and prioritizing work to meet specific deadlines
- Strong problem solving skills, desire to make positive changes and process improvements
- Customer-focused with excellent interpersonal and communication skills
- Excellent working knowledge of Microsoft Excel and Access