



Operations Analyst

JOB DESCRIPTION

JOB INFORMATION

Position Title:	Operations Analyst
Reports to:	Director of Back Office Accounting
Department:	Accounting

JOB SUMMARY

The **Operations Analyst** is primarily responsible for assisting with the Treasury, Commodity Derivatives and Credit Risk functions.

RESPONSIBILITIES

Treasury

- Monitor operating and payroll bank accounts daily and update the Cash File for the operating accounts.
- Prepare outgoing wires for payments as requested and approved.
- Upload positive pay files for all check runs.
- Review and process Assignments and Assumptions of term loan as requested.
- Report the treasury balances to senior management on a weekly basis for discussion in the weekly meetings.
- Reconcile the Cash File to the general ledger on a monthly basis to assist with bank account reconciliations and to ensure completeness of the Cash File.
- Monitor the use of the Company credit cards and generate monthly statements for distribution to AP.
- Responsible for posting daily cash receipts.
- Serves as backup to Accounts Payable in scanning and uploading invoices to OpenInvoice

Commodity Derivatives

- Confirm all hedge transactions entered into by third party trader with counterparties.
- Prepare and maintain log of all swap transactions (Swap Log).
- Input all hedges into EMK3 for invoicing and reporting.
- Prepare tax memo/documentation for all hedge contracts.
- Prepare all swap settlement invoices and/or credit memos along with supporting documentation.
- Review /reconcile /distribute invoices and/or credit memos to hedge counterparties and accounting.

Credit Risk

- Monitor, analyze, and evaluate the credit worthiness of oil and gas counterparties.
- Propose credit limits and collateral requirements within the guidelines of our tolerance of risk.
- Maintain the Approved Counterparty List for oil and gas marketing and notify marketing of all changes to this list.
- Manage and track all collateral requirements and obtain updates as necessary.
- Maintain portfolios of all counterparties in our credit monitoring services in order to receive updated ratings, credit scores and news related to our counterparties.
- Maintain the EMK3 credit database which includes all counterparties with credit profiles, credit limits, credit ratings, collateral requirements, expiration dates, etc.
- Generate the Credit Exposure/60-day and 90-day reports from EMK3.

- Assist with collection efforts as needed.
- Prepare credit analysis and evaluation of vendors with self-insured retention limits as notified by Accounting for new vendor set-up or renewals.
- Assist with correspondence and document distribution related to NAESB/ISDA contracts and collateral requirements.
- Coordinate the review and approval of incoming and outgoing parental guarantees, guarantee amendments, letters of credit and confidentiality agreements with our Legal Department.
- Monitor deposit, pre-payment and net-out requirements for marketing contracts.

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

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.
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 perspective. 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 from four year college or university or six plus years of equivalent combination of education and experience
- Oil and gas experience preferred
- Proficient in organizing and prioritizing work to meet specific deadlines
- Experience with Microsoft Office Suite
- Customer-focused with strong interpersonal and communication skills
- Demonstrated ability to handle multiple priorities and time management skills