



## Job Description

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### Manager, Corporate Accounting

#### Summary

This position is responsible for assisting in the oversight and management of all aspects of corporate accounting functions which include general ledger accounting, accounts payable and disbursements, cash accounting/treasury management, and payroll. This position is based in Houston, Texas.

#### Essential Duties and Responsibilities

- Coordinates monthly accounting and general ledger close activities to successfully meet internal and external deadlines.
- Assist in the preparation of consolidated financial statements and monthly financial packages.
- Manage General Ledger accounting staff.
- Review disbursements for accuracy, approvals and proper documentation.
- Review and approve journal entries.
- Review and approve monthly balance sheet reconciliations.
- Ensure compliance with department policies and internal controls
- Assist with internal and external financial statement audits.
- Responsible for the administration of the Purchasing Card system
- Identify opportunities to enhance existing business processes in order to develop new analyses/reports to facilitate operational and financial planning and decision making.
- Develop processes and business partner relationships with internal and external groups that will improve the flow of financial information within the company.
- Keep current with updates to the industry and regulatory environments.

#### Education and Qualifications

- Minimum of Bachelor's Degree in Accounting; Masters of Accountancy or MBA preferred.
- Certified Public Accountant (CPA) preferred.
- Minimum five or more years related business experience required; ten or more years preferred.
- Supervisory experience required.
- Experience within upstream or midstream oil & gas industry preferred.
- Understanding of generally accepted accounting principles (GAAP) required.
- Must be detail-oriented, strong analytical skills, highly motivated and team-oriented individual.
- Flexible to work overtime during peak periods.
- Excellent professional written and verbal communication and interpersonal skills required.
- Ability to prioritize assignments, deal with interruptions, and meet deadlines in a fast paced and growth-oriented environment.

#### Supervisory Responsibilities

This position is a supervisory role and will have direct reports

#### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- *Project Management* - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

- *Communications* - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- *Change Management* - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Cost Consciousness* - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- *Strategic Thinking* - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

### **Computer Skills**

To perform this job successfully, an individual should have working knowledge of Microsoft applications (i.e. Outlook, Excel, Word, PowerPoint, etc) with advanced Excel skills. Experience with *Wolfepak* accounting system and *OpenInvoice* preferred.

**TO APPLY, PLEASE SUBMIT A COVER LETTER & RESUME TO: [HR@SOLARISMIDSTREAM.COM](mailto:HR@SOLARISMIDSTREAM.COM)**