

Financial Reporting Analyst, Houston

Responsibilities:

1. Preparation: Assist in the preparation of monthly management reports and consolidated financial statements, quarterly and annual SEC filings (i.e., Form 10-Q and Form 10-K). Preparation to consist of analysis of various accounts as required in SEC reports (MD&A operating results) and internal management reports (board and CFO package). Ensure proper format is used and supporting schedules are prepared and cross-referenced in a well organized manner for departmental files.
2. Reports: Prepare specific sections of management reports, consolidated financial statements and SEC required reports. Ensure proper format is used and supporting schedules are prepared.
3. Benefit Plans: Prepare benefit plan financial statements.
4. Assistance: Provide Investor Relations and other departments support for financial information presented in press releases and investor/analyst presentations.
5. Liaison: Liaison with internal and external auditors to furnish requested information in a timely manner for the quarterly reviews and annual audits.
6. Special Projects: Assist with special projects providing answers on a timely basis to a variety of financial accounting and operational questions. Formulate plans and procedures to implement changes in reporting requirements and numerous other assignments.

EXPERIENCE: A minimum of 2 years professional accounting experience; SEC financial reporting and multi-level consolidation experience is preferred.

SKILLS: Proficiency with spreadsheets, word processing, operating systems, database and communications software programs effectively. Exposure to general ledger accounting. Strong organizational skills.

SPECIAL REQUIREMENTS: Good oral and written communications skills; high level of integrity, ingenuity and initiative. Ability to work in a fast-paced environment and flexibility to work hours needed to meet deadlines.

INGENUITY: Ability to work effectively with others. Must be able to recognize problems and offer solutions, handle multiple assignments simultaneously and complete them in a timely manner.

DECISION MAKING: High level of analytical skills with ability to interpret results. Determine priority of assignments.

Education: EDUCATION: Bachelor degree with a major in Accounting or Finance; CPA or active pursuit of CPA certification.