



## JOB DESCRIPTION

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**OFFICE:** Houston

**DEPARTMENT:** Accounting and Finance

**JOB TITLE:** Assistant Controller

**JOB SUMMARY:**

We are seeking a detail-oriented and proactive **Assistant Controller** to support the financial operations of our upstream oil & gas business. This role will play a critical part in overseeing accounting processes related to revenue, joint interest billing (JIB), regulatory, hedge accounting, depletion, and field-level expenditures. The Assistant Controller reports directly to the Controller. The ideal candidate brings strong technical accounting expertise, leadership ability, and a deep understanding of upstream operations.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Oversee operational accounting functions, including revenue accounting, joint interest billing (JIB), and regulatory requirements.
- Oversee corporate accounting functions, including accounts payable, hedge accounting, asset retirement obligations and depletion.
- Ensure timely and accurate monthly, quarterly, and annual financial close processes
- Review and analyze financial results, identifying trends, variances, and operational insights
- Maintain and improve internal controls over operational accounting processes
- Collaborate with operations, land, marketing, and engineering teams to ensure accurate financial reporting
- Supervise and mentor accounting staff, fostering a high-performance team environment
- Assist in preparation of financial statements and supporting schedules
- Coordinate with external auditors during audits and regulatory reviews
- Support system implementations, process improvements, and automation initiatives
- Ensure compliance with GAAP, internal control and accounting policies, and industry-specific accounting standards

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Prior experience in a supervisory or assistant controller role
- Familiarity with regulatory reporting requirements in the oil & gas industry
- Experience with system implementations or process optimization initiatives

- Public accounting experience (Big 4 or another national firm preferred)
- CPA preferred
- 7+ years of progressive accounting experience, with at least 5 years in upstream oil & gas
- Strong knowledge of regulatory requirements, revenue recognition, and JIB processes
- Experience with accounting systems (e.g., SAP, Oracle, or industry-specific software like Bolo or Quorum)
- Proven leadership and team management experience
- Advanced Excel skills and strong analytical capabilities
- Excellent communication and cross-functional collaboration skills

**EDUCATION**

- Bachelor's degree in accounting