



Job Description

POSITION IDENTIFICATION

Title	Staff Accountant / Financial Analyst	Reports to	Controller
Job Family	Finance	Job Location	Galveston

JOB SUMMARY

The Staff Accountant provides accounting and analytical support to the Finance department personnel, the company Executive Management, Senior Managers and Managers. The Staff Accountant ensures accurate, complete and timely processing of accounting transactions with consistent application of accounting policies and procedures, while seeking process improvements and standardization.

KEY INTERACTIONS (INTERNAL AND EXTERNAL)

Executive leadership, project leadership, management team, department support staff

JOB RESPONSIBILITIES

- Assist in all aspects of the financial period close process (including preparation of journal entries) to ensure reliability, accuracy, error identification, and analysis of results
- Preparation of monthly variance analysis
- Preparation of monthly balance sheet account reconciliations
- Assist Controller in preparing reporting packages for the leadership team
- Accountable for accurate and timely monthly financial reporting, analyzing trends and statistical data relative to maintaining long term sustainable financial stability
- Assist Controller in application of GAAP, internal accounting procedures and best practices in support of structured financial control environment
- Develop and maintain desk procedures as needed
- Manage multiple deadlines and respond quickly to management requests
- Respond to various requests for ad hoc financial information
- Working knowledge of databases management
- Build relationships with internal business partners
- Seek opportunities for standardization and automation
- Ability to research and apply technical US GAAP as required
- Understands relevant business issues and the organization's operating procedures and connects these to finance work priorities
- Performs other duties and business analysis as assigned

EDUCATION AND EXPERIENCE

- Minimum of 3+ years' experience in accounting role; or experience in other relevant areas
- Certified Public Accountant (CPA) preferred
- A BS in Accounting
- An MS or MBA preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficient with ERP systems
- Proficient with MS Office with a strong expertise in Excel
- Strong written, verbal communication and interpersonal skills
- Knowledge of financial statement preparation and analysis
- Ability to multi-task, meet tight deadlines, and perform meticulous self-review of work product for quality in a dynamic environment
- Resolves complex finance issues that have implications beyond own area
- Able to act with a minimum amount of planning and guidance
- Able to establish and maintain effective relationships with personnel and stakeholders to gain their trust and respect

BEHAVIOURAL COMPETENCIES

Time Management

Prioritizes and completes their tasks timely

Advise/Delegate

Broadly shares both responsibility and accountability. Keep Controller and other stakeholders informed on the status of all projects, especially during month-end and year-end closes.

Professional integrity

Ethical behavior is expected at all times albeit work product/processes communications with upper management, outside vendors and co-workers.