

Position Title: Finance Associate
Reports to: Director – Finance
Requisition#: 329

Position Summary

As a Finance Associate at QuarterNorth Energy, the successful candidate will be responsible for economic and financial analyses to support key strategic initiatives including: Management Reporting, Forecasting & Budgeting, Treasury Management, Commodity Risk Management, Acquisitions and Divestitures, Capital Raising and Structuring. This position is part of a small team that works alongside the CEO, CFO and Director of Finance in an actively growing exploration and production company in the Gulf of Mexico. This position reports to the Director of Finance with support from the planning team as well as contemplated analyst position.

This position is located in our Houston, TX office and works a 9/80 flexible work schedule.

Primary Responsibilities

- Provide analytical support to organization and senior management as a member of a cross-functional team
- Prepare and maintain internal management and Board of Directors presentations
- Prepare economic analyses and operating/financial models to support the Company's organic growth strategy and in conjunction with potential strategic actions
- Work with accounting and asset teams to manage treasury functions including accounts payable and account receivable to ensure cash management follows business plan objectives
- Lead role in the preparation of internal forecasts and budgets
- Track variance analysis to understand business performance relative to goals and budgets
- Assist with management of the Company's banking relationships, including covenant analysis, capital structure analysis and communication of the Company's investment thesis
- Prepare various ad hoc requests from CEO, CFO and Board of Directors to assess value optimization and operational performance
- Prepare commodity hedging models and analyses
- Develop materials for use in the Company's external communications with stakeholders and bankers
- Monitor industry activity/transactions and communicating relevant information to management team

Preferred Characteristics & Skills:

- 3-5 years of experience in energy investment banking, corporate banking or corporate finance preferred
- Proven experience working with complex operating and/or financial models
- Outstanding interpersonal and communication skills are required; ability to effectively deal with range of personalities and hierarchy within and outside of company; professional, diplomatic and tactful
- Excellent attention to detail; accuracy highly important
- Ability to solve multi-dimensional problems and make clear and concise recommendations
- Ability to work independently with minimal supervision, while supporting a team environment
- Must use discretion and confidentiality with sensitive and/or private information or matters

- Excellent time management skills; ability to re-prioritize and to be flexible
- Superior quantitative and analytical skills; able to interpret and analyze all types of data
- Must be able to work in a fast-paced, high growth, entrepreneurial, ever-changing environment
- Strong work ethic and high level of personal integrity
- Must be able to identify opportunities and make recommendations for improvement
- Proven work experience with Microsoft Office Suite including Excel, Word, PowerPoint

Minimum Requirements

- Undergraduate degree in Finance, Accounting, Economics or Math from a recognizable school
- MBA, CPA or CFA a plus, but not required
- Strong communication skills within all levels of the organization, which include verbal, written and nonverbal communication