



Division/Department: Accounting	Location: Full Time
Job Title: Accounting Manager	FLSA Classification <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Type of Position: Full Time	

GENERAL ROLE DESCRIPTION

Job Duties / Responsibilities

- Oversee the Accounting for Field Service Operations performed by 6 individuals
- Review and post AR/AP invoice vouchers. Ensure completeness and timeliness of customer billings for activity of approximately 150 Systems and more than 20 customers
- Assist with overseeing the monthly accounting close for AR and AP teams, ensuring all activity and balances are recorded in accordance with GAAP and internal policies and procedures
- Manage customer level P&L (Revenue and Transportation Costs, Bad Debt Expense) and customer level Balance Sheet (Accounts Receivable, Accounts Payable, Allowance for Doubtful Accounts, Cost/Revenue Accruals)
- Develop deep understanding of operational processes, data and reports to ensure completeness and accuracy of financial statements
- Use financial analysis and data mining to identify/solve business problems, improve processes and increase profitability
- Assist with review of monthly financial package and prepare variance explanations
- Review journal entries
- Review monthly balance sheet account reconciliations
- Manage Credit and Collections activities, including: 1) new customer credit analysis/approvals, 2) communications with customers, 3) monitoring past due and/or high-risk accounts, and 4) weekly/monthly reporting on bad debt, significant past due accounts and credit/collections KPIs
- Train and develop team with focus on: 1) understanding the business, 2) anticipating stakeholder needs, 3) meeting goals/deadlines, 4) developing relationships, 5) innovating, 6) developing new skills/expertise and 7) striving for excellence and continuous improvement

Qualifications/Experience/Education

- Degreed accountant with 8++ years of experience, preferably in a public company environment
- CPA required
- Oilfield Services experience preferred
- Big 4 experience is a plus
- Minimum of 3 years of managerial experience
- Demonstrated technical competence with GAAP, complemented by strong business acumen
- Highly developed oral and written communication skills to communicate complex issues, analysis and conclusions internally to financial and managerial audiences, as well as externally to auditors and other stakeholders
- Effective management skills, with emphasis on coaching, relationship building and influencing skills
- Intermediate level proficiency or higher with Microsoft Excel required, advanced level preferred

CONTACT INFORMATION

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