



## Pin Oak Corpus Christi, LLC

Job Title: Accounting Analyst	Reports To: Controller
Department: Finance/Accounting	Hourly/Salary:
Date Approved: 7/26/2019	Job Location: Houston

### **General Summary**

As our Accounting Analyst, you will be free to develop creative solutions for analyzing and reporting business challenges and opportunities. Pin Oak Corpus Christi (“POCC”) is a private company that is rapidly expanding its bulk liquid storage capabilities in the Corpus Christi market. You will analyze internal processes and data to develop schedules and identify opportunities to streamline and enable new system capabilities. As part of a rapidly growing operation, you will collaborate on multi-functional projects to provide accurate and real time information that support decisions for our leadership team.

### **Essential Functions**

- Hands on position responsible for analyzing all aspects of company’s construction, billing, and budget tracker programs utilizing Excel and data inquiry function from the Acumatica ERP system
- Work with management team to develop and implement a prioritized list of accounting system projects that will improve internal processes and provide real time information for decision making
- Develop and maintain documentation for all financial and business processes
- Assist with monthly financial close
- Participate in annual external audit
- Participate in budget development and variance analysis
- Special projects as assigned

**Competencies, Education, Knowledge, Skills and Abilities**

- Bachelor’s degree in Accounting, Finance, or Information Systems
- 3 Years plus of experience using a large ERP system (SAP, Oracle, Sage, Net Suite)
- Advanced level Excel skills
- Experience with report writing and business intelligence tools such as MS Power BI
- Excellent analytical, problem solving, and decision-making skills
- High level of customer focus and service excellence
- Team player with strong interpersonal skills and a positive attitude
- Effective time-management skills and the ability to prioritize work assignments

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**AAP/EEO Statement**

Pin Oak Corpus Christi, LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name:

Date:

Employee Signature:

Date: