

# COLT MIDSTREAM

## Job Description

**Title:** Plant Accounting Analyst

**Reports to:** Plant Accounting Manager

**Department:** Accounting/Finance

**Exemption Status:** Exempt

**Location:** Houston, TX

### Summary:

Colt Midstream, LLC is seeking a Plant Accounting Analyst who will be responsible for supporting the Plant Accounting function from the company's corporate office. Their primary focus will be billings, payments, and revenue accounting. This accounting role will be a platform to gain midstream accounting and industry knowledge, to learn new software systems, and to provide an avenue to collaborate with other groups within the company.

### Key Accountabilities:

- Work with Plant Accounting Manager, Contract Administration, Commercial, other accounting groups, and external consultants to assist with monthly gas statement and invoice distribution and other tasks, as needed
- Perform monthly, quarterly, and year-end close processes using W Energy software, Sage Intacct software, and COGNOS reporting, including ensuring all internal controls are followed and documented appropriately
- Read and understand commodity contracts and agreements, and apply appropriate accounting
- Maintain master producer/operator data, and serve as primary point of contact for producer customer accounting and payment questions
- Coordinate with Colt employees and third parties to gather and organize measurement, pricing, and other data required for monthly settlement, including checking to ensure allocation of receipts and deliveries are done accurately and timely on a monthly basis and that all volumes flowed are balanced and reconciled to transactions actually invoiced or paid
- Gather and reconcile truck tickets and statements for third party condensate suppliers and customers
- Ensure billings and customer payments, including for intercompany transactions, are done accurately and in a timely fashion
- Resolve any volume and/or price differences in accordance with contractual terms, primarily using the W Energy software system
- Monthly reconciliation and review of accounts receivable, accounts payable, and other balance sheet accounts
- Track and record commodity inventory balances and commodity imbalances (OBAs)
- Prepare regulatory filings, including quarterly Gas Utility Tax and EIA reporting
- Provide supporting documentation for external audits
- Other projects and reporting as assigned



## **Qualifications:**

### **Education:**

- Bachelor's degree in Accounting or Finance required

### **Experience & Skills – Required:**

- Strong Microsoft Office Suite skills, primarily Excel
- Strong attention to detail
- Independent self-starter
- Desire to learn revenue, midstream, and plant accounting
- Outstanding communication and interpersonal skills, combined with a results-oriented business approach and excellent customer service

### **Experience & Skills – Preferred:**

- Experience with accounting information systems, ideally W Energy software and/or Sage Intacct
- Knowledge of natural gas gathering and processing economics and contracts
- Experience with COGNOS reporting

### **Certificates and Licenses:**

- None

*The above profile is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of accountabilities, qualifications, or other aspects of the job.*

