

COLT MIDSTREAM

Job Description

Title: Senior Accounting Analyst

Reports to: Chief Financial Officer

Department: Accounting/Finance

Exemption Status: Exempt

Location: Houston, TX

Summary:

Colt Midstream, LLC is seeking a Senior Accounting Analyst to lead key financial and general accounting functions from our Houston, TX office. This role will oversee general accounting, accounts receivable/payable, fixed assets, and the monthly close and reporting process. Additional responsibilities include supporting financial reporting, tax compliance, treasury, capital project accounting, and special projects.

The ideal candidate will have a strong accounting foundation, with at least two years in public accounting (Big 4 or regional) or industry experience in a similar role. Proficiency in financial accounting, internal controls, and Microsoft Excel/Word is required; Sage Intacct experience is a plus.

Reporting directly to the CFO, this position offers broad exposure, collaboration across teams, and excellent opportunities for continuous learning, career advancement, and potential to grow into a supervisory role.

Key Accountabilities:

- Oversee the fixed assets accounting process, including creating new CIP and fixed asset items, posting depreciation, and reconciling balances by preparing a PP&E rollforward schedule on a quarterly basis
- Oversee the company's accounts receivable function, including periodic review of AR aging and follow-up on long-outstanding amounts
- Oversee assessments and accounting for leases (ASC 842)
- Prepare monthly management financial reporting packages and support the CFO in preparation of quarterly GAAP financials and bank compliance documents
- Prepare ad hoc and recurring monthly, quarterly, and year-end journal entries including various accruals, intercompany, lease entries, and other adjustments
- Monthly reconciliation and review of all general ledger accounts (excluding revenue and cost of sales)
- Coordinate with external consultants for monthly sales/use tax compliance as well as annual property tax compliance
- Perform monthly, quarterly, and year-end close processes using Sage Intacct software, ensuring all internal controls are followed and documented appropriately
- Prepare 1099s annually and review new vendors/changes for proper 1099 treatment
- Contribute to technical accounting projects by evaluating new FASB standards and reviewing contracts and agreements to ensure proper accounting treatment
- Assist with the company's purchasing and accounts payable functions working together with AP Analysts (requires interaction with employee users/approvers at other Colt locations)
- Assist with the maintenance of master vendor and customer data



- Support federal partnership tax function, including coordination with external accountants and investors in the preparation of annual tax forecasts and returns, including actual delivery of K-1s to investors and responding to investor questions as necessary
- Administrative tasks related to ERP system, including leveraging the ERP to adapt to business changes, and coordination with consultants and cloud software provider to manage effective use of ERP system
- Support annual budget preparation process
- Support for annual external financial audit, and other audits as required
- Other projects and reporting as assigned
- Maintain a high level of personal performance and accountability

Qualifications:

Education:

- Bachelor's Degree in Accounting required

Experience & Skills – Required:

- 2+ years of accounting experience (Big 4, large regional firm, or relevant industry role)
- Hands-on financial reporting experience as a preparer and/or auditor
- Proficiency with accounting information systems (Sage Intacct preferred)
- Strong knowledge of GAAP and internal controls
- Strong Microsoft Office Suite skills, primarily Excel and Word
- Strong attention to detail and ability to multitask
- Eager to learn Colt's business and expand knowledge across multiple accounting areas and emerging topics
- Outstanding communication and interpersonal skills

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.

