

Oil & Gas Audit Manager Job Description

Job Title: Oil & Gas Audit Manager	Reports to: Audit Partners
Job Summary: The Oil & Gas Audit Manager is responsible for all phases of project and engagement management for multiple clients.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Duties & Responsibilities:

- Responsible for all phases of project and engagement management for multiple clients.
- Plan, direct, and complete audits.
- Develop and manage staff and review financial statements and related technical accounting issues.
- Adhere to the highest degree of professional standards and strict client confidentiality.
- Understand and manage firm risk on audits.
- Develop a project vision and set personal and team goals.
- Maintain communication with clients to manage expectations and make sure deadlines are met.
- Manage client accounts including: billing, fee analysis and collection.
- Review all work before submission for further review by the Audit Partner.
- Work with other managers to help ensure the proper deployment of the Audit staff.
- Manage, develop, train and mentor staff on projects and assess performance for engagements and reviews.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Dedicated to superior client service.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- Minimum of 5 + years of recent work experience as an oil & gas auditor with a public accounting firm.
- SEC audit experience preferred, but not required
- Prior public accounting manager experience
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).
- Demonstrated supervisory experience with strong communication and excellent client and project management skills.
- Knowledge of FASB regulations, GAAP and GAAS.
- Advanced working knowledge of technical literature.

Education and Licenses:

- Bachelor's degree in Accounting or related field.
- Advanced degree is highly desirable.
- CPA certification (active) required.