

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	

MaloneBailey, LLP is actively seeking qualified candidates for a challenging and rewarding career opportunity in our SEC Audit Practice. MaloneBailey, LLP is based in Houston, Texas and has offices in New York and Shenzhen. Since the firm’s founding nearly three decades ago, our commitment to deliver microcap audit services has enabled our practice to become one of the largest in the world, and it’s still growing. Today, with over 100 SEC registrants, we audit more microcap companies than any other firm in the world. Members of this practice area deliver audit services to small and middle-market public companies in a variety of industry lines.

Your mission is to capitalize on the many opportunities we offer to cultivate your career and grow your individual talents. We are a diversified team with an expanding international footprint who enjoys serving clients in multiple industry lines, collaborative team work and open door access to leadership.

Our staff are exposed to a structured approach to training and professional development, an extensive orientation process, the ability to participate on various committees and take part in established mentoring and buddy programs.

NextGen Council: You won’t find this at other firms. The purpose of the NextGen Council is to explore and understand how Gen Y, our future leaders - those under 28 years of age, views the Firm and its future. Members of this Council meet regularly with the firm leaders and the Council is exclusively made up of Millennials – aka Gen Y. Because we understand and anticipate that the firm will eventually belong to the next generation, MaloneBailey’s leadership wants to know what matters most to tomorrow’s leaders.

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.

10350 Richmond Avenue, Suite 800 • Houston, Texas 77042 • 713.343.4200
15 Maiden Lane, Suite 1002 • New York, New York 10038 • 212.406.7272
Coastal City (West Tower), Hai De San Dao #1502 • Nanshan District, Shenzhen P.R. China 518054 • 86.755.8627.8690
www.malonebailey.com

