

Operations & Financial Analyst | *Financial Services & Asset Management*

Pickering Energy Partners (PEP) is in a high growth phase with a recently launched consulting business and an energy transition research business, along with continued growth opportunities for its asset management

PEP is seeking a highly-motivated individual for an operations and financial analyst position in Houston, TX. The ideal candidate should have a solid understanding of GAAP and partnership accounting & controls, have outstanding verbal and written communication skills, be well organized and very detail oriented, as well as the ability to work in a fast-paced, constantly evolving environment. The ideal candidate will also have a prior focus on financial services firms or energy companies.

Primary responsibilities include, but not limited to:

- Prepare and process cash movements for the funds and investor capital calls/distributions
- Reviewing Fund administrator prepared personal capital statements and financial packages
- Support the Director of Finance with firm-level reporting, including return and revenue projections
- Prepare corporate level financials, create journal entries and processing invoices
- Prepare materials for firm level Committees and the Advisory Board
- Assist the CIO and President in research, development, and launch of new investment products
- Assist with investor on-boarding in conjunction with the fund administrator
- Assist with preparing the monthly newsletters and investor materials
- Assist with preparing monthly NAV calculations and investor statements in coordination with the fund administrator
- Settle daily trading activity, including resolving trade and cash breaks, processing corporate actions
- Assist the CIO with trade bookings as needed

- Ensure all daily trading activity is maintained in the Order Management System
- Prepare, review and distribute daily risk management reports
- Act as a liaison with our executing brokers, prime brokerage reps, and fund administrator

Prerequisites:

- Bachelor's degree from an accredited university in relevant field, or unrelated degree with demonstrated progress towards industry accreditations (e.g., CFA, CPA)
- At least 1-4 years of Operations experience, fund accounting experience or audit experience
- Experience with Bloomberg, EZE OMS, or financial accounting
- Strong analytical skills
- Well organized and very detail oriented
- Ability to work under pressure and to multi-task
- Self-motivated and capable of working independently on multiple projects and tasks
- PEP offers a competitive salary and bonus opportunity. Excellent benefits package. To be considered, qualified candidates should send their resumes and salary history to: Resumes@PickeringEnergyPartners.com, and reference "Operations & Financial Analyst" in the subject

PEP is an SEC Registered Investment Advisor located in Houston, Texas. PEP does not provide corporate advisory or investment banking services on energy-related transactions.

PEP is an EOE, NO CALLS PLEASE.