



Pickering Energy Partners

Vice President, Corporate

+ VICE PRESIDENT, CORPORATE

Position description

Pickering Energy Partners (“PEP” or the “Management Company”) is an SEC-Registered Investment Adviser with an affiliated FINRA-registered Broker Dealer. PEP is in a high-growth stage with the continued build out of its platform of four distinct verticals: Investments, Insights, Consulting, and Advisory.

PEP Investments manages several active, pooled investment vehicles (“Funds”) and separately managed accounts (“SMAs”) investing in an array of strategies in public and private markets.

PEP is seeking a highly motivated individual for a VP of Finance position in Houston, TX. The ideal candidate should have a strong understanding of GAAP and partnership accounting & internal 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

- Management Company financial & accounting operations, including reporting, treasury, annual budgeting and forecasting, and ongoing oversight
- Subsidiary Companies operations, supporting or augmenting key personnel at each company for treasury, financial reporting, and tax requirements
- Fund administration, including the oversight and management of an outsourced fund administrator to establish and execute various workstreams
 - Treasury management for capital calls and distributions, as well as ongoing fund expense calculations and allocations
 - Investor administration and ongoing support
 - Reviewing monthly NAV calculations and investor statements
- Tax matters, including ongoing project management over third-party resources towards milestones, as well strategic oversight of investment structures and classifications
 - Collection and review of underlying Affiliates' tax reporting
 - Oversight, review, and distribution of upper-tier tax reporting to stakeholders
- Reporting for Firm, Funds, and SMAs
 - Oversight and distribution of a monthly, quarterly, capital statements/financials and annual audited financial statements
 - Interface with the Firm and Funds tax advisors and auditors
 - Prepare materials for firm level committees, advisory board, and divisional leaders
- Other
 - Identify and execute on projects or initiatives outside the initially defined scope
 - Continuous improvement of ongoing responsibilities measured by gains in both efficiency and effectiveness
 - Subject matter expertise or special projects
 - Establishing processes and procedures to position PEP and its Affiliates for continued growth
 - Assist the CIO and President in research, development, and launch of new investment products

Specific qualifications

- 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 3-7 years of corporate finance experience, fund accounting experience or audit experience
- Experience with Bloomberg, financial accounting, or tax 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

Additional information

- 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 "Vice President, Corporate" in the subject.