



# Pickering Energy Partners

Analyst, Corporate

**+ ANALYST, CORPORATE****Position description**

Pickering Energy Partners (PEP) is in a high growth phase building on the momentum for its four distinct businesses (Investments, Advisory, Consulting, and Insights).

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**

- Prepare and process cash movements for the funds and investor capital calls/distributions
- Reviewing Fund administrator prepared 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 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 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

**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 1-3 years of financial 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

**Additional information**

- PEP offers a competitive salary and bonus opportunity. Excellent benefits package.
- To be considered, qualified candidates should send their resumes and to [Resumes@PickeringEnergyPartners.com](mailto:Resumes@PickeringEnergyPartners.com), and reference "Analyst, Corporate" in the subject.