Sentinel Peak Resources

POSITION DESCRIPTION

TITLE: Financial Analyst

DEPARTMENT: Business Development

REPORTS TO: Business Development Manager

BASIC PURPOSE OF POSITION:
The Company is looking for a full-time financial analyst to work in the Company's Denver office to support the finance and business development team and prepare materials and interface with internal and external shareholders including accounting, legal, operations, banks and private equity sponsor. The candidate will assist with business development analysis, corporate budgeting & forecasting, operations analytics and forecasting, market analytics, hedging analysis, company reporting, preparation of board and bank materials and other special projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Business Development
  - Lead modeling and presentation development for all business development efforts including acquisitions, divestitures, joint ventures, asset trades, facility optimization, marketing arrangements, alternative energy projects, regulatory and other special projects that arise
- Budget & Forecasting
  - Act as liaison between accounting / finance and operations department to assist with the integration of the latest operational details into various models
  - Prepare and maintain budget-to-actual reports on an ongoing basis
  - Prepare and maintain operations analytics
  - Maintain and optimize current corporate model
  - Utilize cash budget to make recommendations on cash management decisions including debt paydown, letters of credit and interest rate derivatives
- Market Analytics
  - Compare and track the Company's performance relative to peers
  - Maintain an understanding of the competitive landscape and trends affecting the industry
  - Assist finance team in preparation of materials related to capital raise processes, corporate lender meetings and investor meetings
- Reporting and Presentations

- Prepare presentations both internally for management sessions and externally for investor meetings and discussions with third parties
- Facilitate generation and development of materials for company board meetings
- Develop and maintain relevant monthly reports for management

POSITION SPECIFICATIONS:

- Bachelor's Degree in Finance or related field
- 1-2 years of related work experience preferred
- Understanding of the upstream oil & gas industry preferred
- Proficiency in Microsoft Office applications including Excel, PowerPoint, Word, etc.
- Must have strong verbal and written communication skills, be self-motivated and a self-starter with excellent time management skills
- High degree of character, independent judgement and ability to handle confidential and sensitive information
- Ability to work in a fast-paced environment and flexibility to work hours needed to meet tight deadlines
- Must be able to manage projects independently and be a self-starter
- Must have a strong work ethic, attention to detail and a passion for excellence

PHYSICAL REQUIREMENTS:

Visual and manual dexterity is extremely important for this position. The job presents no work hazards beyond those normally present in an office environment. Incumbent will be subject to performing sedentary to light work, exerting up to 10 pounds of force occasionally, or constantly lift, carry, push, pull or otherwise move objects, reach overhead for items, stoop, bend, and twist while working. Other physical activities include ability to utilize fingers to feel and grasp objects or work devices as needed and manual dexterity in the use of the hands, seeing, talking, hearing, performing repetitive motions and standing for long periods of time at the copier or fax machine.

COMPENSATION:

Range: $75,000-115,000 / year

DISCLAIMER:

The position description has been designed to indicate the general nature and level of work performed by employees within this classification. The essential duties, responsibilities and physical requirements above describe those functions that are essential to the performance of this job. The above description does not include all of the duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

An Equal Opportunity Employer: race, color, religion, national origin, citizenship status, sex, sexual orientation, gender identity, age, genetic information, disability, Veteran status or any other characteristic protected by federal, state or local law.