



Job Title: Financial Reporting Senior Analyst

Location: Dedham, Massachusetts

Reports to: Corporate Controller

Summary: The Financial Reporting Senior Analyst is responsible for assisting in the external financial reporting process for the Company, researching accounting policies, standards and regulations, and performing the accounting for complex technical accounting issues. Additionally, the Financial Reporting Senior Analyst will participate in the execution of the Company's Sarbanes-Oxley (SOX) efforts.

Responsibilities:

Responsibilities include, but not limited to:

- Assist in the preparation and filing of timely SEC quarterly and annual reports
- Assist in the preparation of the annual and quarterly financial statements, footnotes, MD&A input, etc., and maintain supporting documentation.
- Review the XBRL filings and other schedules related to the quarterly earnings release.
- Research and provide guidance on technical accounting issues.
- Prepare stand alone and statutory financial statements for non-public subsidiaries
- Responsible for monthly and quarterly analysis of key accounts, e.g. equity (EPS, Restricted Stock, etc.), pension accruals, goodwill, long-lived assets and intangibles impairment analyses, and any others as deemed necessary
- Assist in the execution of the Company's Sarbanes-Oxley compliance program, including:
 - Coordination of audit programs with third party internal audit function
 - Maintenance of certain key control spreadsheets
 - Updating the Company's documentation related to processes and controls
 - Testing of certain controls
- Staying abreast of changes in SEC requirements, US GAAP, and SOX requirements.
- Support the audit process with external auditors.
- Assist with special projects, such as asset acquisitions, dispositions, financial instrument valuation work, opening balance sheet allocation, etc., as applicable.

Education/Certifications

- Bachelor degree in Accounting, Masters in Accounting or MBA a plus Certified Public Accountant (CPA)

Experience

- Minimum of 4 years of public accounting experience which includes SEC filing clients; or a minimum of 2 years of public accounting experience along with 2 plus years of industry experience

Skills and Competencies

The successful candidate will be a proven leader, proactive, and dedicated to continuous improvement, as well as:

- Deep understanding of general accounting principals
- Understanding of public company financial statement preparation
- Strong time management skills, with the ability to juggle multiple priorities while meeting timelines and preserving a high quality work product
- Strong analytical skills with problem solving mind set
- Motivated, self-starter, results oriented
- Strong written and verbal communication skills
- Attention to detail
- Excellent collaborative team player
- Great Plains Accounting Software experience a plus
- Knowledge/experience with energy industry a plus
- Intermediate MS Excel skills. Proficiency with MS Outlook, Word, PowerPoint, and web tools.