

# Joint Venture Auditor

Key attributes for a Joint Venture Auditor include a willingness to learn and develop expertise and technical knowledge in oil and gas accounting and audit processes. In addition, a Joint Venture Auditor must exhibit and utilize critical thinking and strong analytical skills. A Joint Venture Auditor must have the ability to analyze and understand contracts, exhibit excellent verbal and written communication skills, and proficiency in data analysis.

## **Who WE are...**

Our Vision is to “Strive to be the leading provider of business solutions and financial expertise in the energy sector and beyond.” Martindale is dedicated to delivering exceptional services and fostering long-term relationships with our clients.

At Martindale, we are committed to our Mission of “providing the highest level of expertise, care, and professionalism in each and every project, service, and interaction. We are committed to ensuring the continued growth and success of our clients and our company.”

At Martindale, we uphold our values of Integrity, Care, Excellence, Loyalty, and Growth. We believe in doing things right and always doing right by each other. Our commitment to care goes beyond the superficial; instead, it is demonstrated in our dedication to serving both our team members and our clients. We prioritize creating a supportive and inclusive environment where everyone feels valued and empowered to contribute and be their best. This culture of care fosters strong relationships within our team and enables us to deliver best-in-class services to our clients.

## **Who YOU are...**

You are a person that excels at taking charge and are known as a leader among your peers. You have a positive attitude, a strong work ethic, are process driven, and a problem-solver. You are adept at communicating clearly and concisely. You have learned through other experiences the importance of communication. You are a person that has a high level of emotional intelligence, and you are willing to commit to ensuring your contributions enhance your team. You demonstrate a strong ability to prioritize and manage competing priorities. You enjoy travel and are willing to work extended hours when required to complete a project or assignment.

## **Expected Leadership Competencies**

As an individual contributor, you are expected to lead yourself and influence others by exhibiting the following leadership competencies:

- Consistent workplace behavior, level of productivity, and communication.
- Reliable follow through internally and externally.

- Fosters positive working relationships with colleagues, contributes actively to team efforts, and seeks opportunities to support others.
- Actively seeks performance feedback from colleagues, supervisors, and other stakeholders.
- Works to understand personal and team members' strengths, weaknesses, and communication styles, and adapts accordingly.

### **Role Specific Responsibilities**

- Has an ownership mentality of their work product.
- Works directly under the supervision of a VP, Manager, Supervisor, or Lead on specific projects.
- Performs internal, expense, revenue, royalty, and net profit share audits.
- Seeks opportunities to learn the COPAS guidelines and accounting procedures, oil and gas terminology, and oil and gas operations.
- Seeks to understand and apply lease clauses, state laws and regulations, contracts, agreements, and other documents to the audit.
- Creates, maintains, and manages well-organized workpapers and other documents in support of the audit; clears review notes and applies the review notes to future projects.
- Analyzes a variety of data and information then develops and supports audit conclusions and other recommendations.
- Asks questions and learns Martindale standards and workpaper techniques.
- Communicates efficiently and often.
- Writes professional emails, memos, requests for information, and formal reports.
- Uses logical reasoning.
- Works well within a team setting and assists the Lead in all parts of the audit process.
- Willing to take on additional tasks and/or responsibilities to complete each project.
- Provides back-up support for individual team members as needed.
- Works within the audit team to create an exceptional client experience through high quality support and communication.
- Provides value to the audit team and organization to facilitate the practice's continued growth and development.

### **Minimum Qualifications**

- Bachelor's degree or equivalent work experience (preferably in business, math, or finance).
- Tech savvy and proficient with Microsoft Office Suite and Power BI.
- Willingness to travel for an extended period.

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