

HIRING DESCRIPTION

Director of Finance

Company Overview

Penn Virginia Corporation is an independent oil and gas company engaged in the exploration, development and production of oil, NGLs and natural gas in various domestic onshore regions of the United States, with a primary focus in the Eagle Ford Shale in South Texas. For more information, please visit our website at www.pennvirginia.com.

POSITION DETAILS

The Director of Finance manages the Company's treasury and budgeting/business planning functions. In treasury, this individual will manage a treasury analyst and will be responsible for the entirety of the cash management system. In budgeting/business planning, this individual will manage one planning analyst and be responsible for the annual budgeting process, updates to forecast, variance analysis, reporting to management and the Board of Directors, and mergers & acquisitions analysis. The Director of Finance will report to the Chief Financial Officer and will work closely with the CEO, Board of Directors, and other officers in the Company. The position is located in the Energy Corridor of Houston, Texas. This position will have two direct reports.

Qualifications

- Bachelor's degree, or equivalent experience, in finance, economics, or accounting
- A minimum of 5 years treasury management experience
- A minimum of 3 years managerial experience
- Budgeting, business planning, and M&A analysis experience is strongly desirable
- C.P.A, Chartered Financial Analyst (CFA) or Certified Treasury Professional (CTP) designation is desirable
- Master's degree in Accounting or M.B.A. is a plus
- Oil and gas industry experience required, preferably with a publicly-traded company.
- Management experience required
- Must have strong collaborative, communication and analytical skills
- Must be proficient with Microsoft Office Suite software, especially Excel
- Experience with ERP systems (Company uses Enertia), online banking software (Company uses Bank of America's system), and reserves database software (Company uses PHDWin) is desirable
- Insurance experience preferred but not required

Duties and Responsibilities

Treasury

- Oversee daily cash management function (lockboxes, manual check cashing, check runs, ACH runs, wire transfers, internal account transfers, overnight investment sweeps, and supporting documentation)
- Oversee the company purchase card and e-payables systems
- Provide back up to the Treasury Analyst for functions mentioned above
- Maintain the banking relationships and maintenance of bank accounts
- Support financial month end closing process by preparing journal entries relating to cash management activity, reviewing reconciliations and other financial analytics as requested
- Review cash and investment journal entries, ensuring accuracy
- Review and maintain bank account documentation
- Maintain short term cash flow forecasts
- Review, update and create policies, forms and procedures for Treasury transactions
- Complete special projects as requested

Business Planning

- Oversee and compile the annual budget with financial analysis and preparation of presentation material for the Board of Directors
- Update forecasts at least quarterly with financial analysis and preparation of presentation material for the Board of Directors
- Prepare and analyze long range and strategic plans of business alternatives
- Prepare economic and financial models in support of acquisition and divestiture analysis.
- Participate in due diligence of acquisitions
- Assist management in determining and measuring Key Performance Indicators (KPIs)
- Perform competitor analysis for operating and financial results
- Assist with investor relations materials
- Perform special projects, as needed.

Interested candidates should contact Craig Murray via email at Craig.Murray@pennvirginia.com or telephone at 713-722-6560.