

## **BUSINESS SERVICE PROFESSIONALS**

Oil and natural gas industry business service professionals work in areas such as human resources, environmental health/safety, accounting, finance, and regulatory and governmental affairs.

**Typical Educational Requirements:** Minimum undergraduate degree required; may require professional designation.

### **Occupations**

**Accounting Assistant:** Assists accountants with various tasks such as invoicing, data entry, report generation, etc. High school diploma/GED required; Associate's degree preferred.

**Accounts Payable Accountant:** Performs accounting services relating to amounts owed others by the organization. Bachelor's degree in finance and/or accounting required.

**Accounts Receivable Accountant:** Performs accounting services relating to amounts others owe the organization. Bachelor's degree in finance and/or accounting required.

**Administrative Assistant:** Provides administrative support to a person or team (word processing, spreadsheets, travel or meeting arrangements, etc.). High school diploma required; Associate's degree preferred.

**Business Analysis Advisor:** Provides financial and economic analysis services to a particular business unit to help them better understand and manage business performance. Bachelor's degree required; Master's degree preferred.

**Business Development Representative:** Assists with evaluation of potential targets for acquisition or disposition. May also solicit third party business for plants or pipelines. Bachelor's degree required.

**Community Relations Advisor:** Advises company leaders on community relations strategies (public relations, charitable giving, etc.). Bachelor's degree in communications or related field required.

**Controller:** Overall leader of the finance and accounting function. Responsible for all accounting operations, internal and external reporting, general ledger activities, etc. Bachelor's degree in finance and/or accounting required; Master's degree in business preferred.

**Development Advisor:** Provides guidance and coordination for development efforts (training, career guidance, recruiting, etc.) for a particular discipline. Bachelor's degree required.

**Environmental, Health and Safety (EHS) Advisor:** Manages an EHS group within a business unit. Develops EHS strategies and programs and advises business unit leadership on EHS issues such as accident prevention, process design, management of hazardous materials and regulatory compliance. Bachelor's degree in safety or engineering required.

**EHS Field Coordinator:** Coordinates EHS activities at the field level, including safety training, inspections, accident prevention, emergency response and contractor safety management. Bachelor's degree of science in safety or engineering required.

**Financial Analyst:** Provides financial analysis services such as preparing financial statements, management reports, statistical reports, budgets, analysis and ensuring compliance with internal controls. Bachelor's degree in finance/accounting required.

**Government Affairs Analyst:** Monitors regulatory developments and advises business on compliance and new developments. Bachelor's degree required.

**Human Resources Advisor:** Provide human resources support (recruiting, staffing, employee development, compensation) to a particular business unit. Serves as first point of contact for human resource issues for employees within that organizational segment. Bachelor's degree required.

**JIB Accountant:** Performs accounting services relating to joint-interest billing (JIB). Ensures that expenditures are recorded accurately, maintains joint interest division of interests, allocations and overhead contracts, and verifies that joint interest owners are properly billed. Bachelor's degree in finance, accounting or business required; Master's degree in finance, accounting or business preferred.

**Office Services Coordinator:** Supervises various office functions including mail service, cellular phone service, furniture, space design and pool vehicles. Associate's degree required.

**Procurement Coordinator:** Selects and negotiates with vendors to procure (buy) supplies needed for large-scale operations (drilling, production, etc.). Bachelor's degree required.

**Records Coordinator:** Assists with maintenance of lease records in a central file room. High school degree/GED required.

**Regulatory Analyst:** Obtains federal, state and local permits needed for drilling, completion, and production processes. Maintains records and reports required to be maintained by various governmental agencies. May advise management of new or existing regulatory issues that effect oil and gas operations. Bachelor's degree required.

**Rental Analyst:** Sets up schedules of lease payment due dates and ensures that all rental payments and obligations are made in a timely manner. Bachelor's degree required.

**Revenue Accountant:** Performs accounting services relating to revenue (income) resulting from E&P or gathering business. Ensures that royalties, production taxes, and amounts due to joint interest owners are properly paid and the volumes and prices received are accurate and reported. Bachelor's degree required.

**Transaction Analyst:** Ensures that all purchase and sales transactions are entered into the gas management and risk management systems accurately and in a timely manner. Manages the confirmation process and trader sign-off sheets. Bachelor's degree required.

