



**Job Title:** Senior Accountant  
**Division:** Corporate  
**Location:** Houston, TX  
**Reports to:** Corporate Accounting Manager  
**FLSA Classification:** Exempt

## **JOB DESCRIPTION**

### **Summary/Objective**

The Senior Accountant will be responsible for performing a variety of accounting entries including analysis and financial reports for the Energy Chemistry Technologies (“ECT”) segment as well as assist in various Corporate Accounting activities. The successful candidate will apply highly complex accounting principles to complete the month-end close process, prepare journal entries and provide requested financial analysis. This position reports to the Corporate Accounting Manager and is based in Houston, Texas.

### **Essential Functions**

- Analyze general ledger accounts for accuracy; and ensure proper recognition of costs.
- Prepare balance sheet account reconciliations and provide explanations of any unusual balances; analyze accounts to ensure proper recognition of costs.
- Perform month-end close activities.
- Prepare analysis explaining variances from historical trends or expected results and provide management reports on monthly expense variances.
- Perform revenue recognition; inventory costing and freight spend on a monthly basis for journal entries and/or account coding specific to the ECT segment.
- Assist in the updating of standard labor and overhead rates within the ERP system.
- Participate in performing annual inventory and fixed asset physical count at the field manufacturing facilities.
- Maintain strong internal controls and SOX compliance in areas of responsibility. Ensure all work is appropriately documented and supported.
- Assist with internal and external audits by preparing and explaining the fluctuations for significant accounts between periods and other audit schedules as requested.

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This position operates in a professional office environment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move objects up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position with business hours of 8:00am – 5:00pm, Monday through Friday. Occasional evening and weekend work may be required based on business needs.



### **Travel**

This position requires less than 10% travel.

### **Required Education and Experience**

- Bachelor's Degree or higher in Accounting or Finance.
- 3+ years of relevant accounting experience.
- Knowledge of internal controls (SOX and SOC) for compliance.
- Solid knowledge and demonstrated ability on the application of US GAAP.
- Proficient with Microsoft Office package – Excel, Word, PowerPoint, Outlook.

### **Preferred Education and Experience**

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA).
- Experience with ERP systems, JD Edwards and/or Hyperion application.
- Experience in working in a publicly traded company.
- Experience in the petroleum, chemical, plastic and/or rubber industries.

### **Skill Requirements**

- Ability to work both independently with minimal supervision and in a team environment.
- Excellent interpersonal skills.
- Exhibits clear and concise written and verbal communication.
- Works and communicates effectively at all organizational levels and across functional areas.
- Detail and results oriented, excellent accuracy and commitment to meeting deadlines.
- Self-driven, with strong initiative to undertake responsibilities and actions. Looks for and takes advantage of opportunities, and promotes self-development.
- Accepts constructive feedback and strives for continuous improvement.

### **Other Duties**

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time

### **We offer a competitive salary and benefit package that includes:**

- +Medical Insurance
- +Dental Insurance
- +Vision Insurance
- +Flexible Spending Accounts: Medical and Dependent Care
- +Basic Life and Accidental Death and Dismemberment Insurance
- +Voluntary Life Insurance
- +Short-Term Disability
- +Long-Term Disability
- +Employee Stock Purchase Plan
- +Retirement Benefits: 401(K) and ROTH Savings Plans
- +Employee Assistance Program



Interested applicants should send their resume to: [resumes@flotekind.com](mailto:resumes@flotekind.com) and include **“Senior Accountant”** in the subject of the email.

***EEO Statement***

*Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.*