

HESS CORPORATION

JOB DESCRIPTION

Position: Production Reporting
Manager

Location: Tioga/Minot, ND

POSITION SUMMARY:

This position is responsible for managing a team of three (3) in collecting data and supporting the daily / monthly production volumes for the North Dakota Production Operations.

ROLES / RESPONSIBILITIES:

- Manage a team of three (3) Finance Analysts
- Subject Matter Expert for all Production Reporting activities including regulatory requirements, inquiries on processes, business practices, and audits
- Liaise between Field Production Operations and Houston Land, Marketing and Revenue Departments
- Liaise with NDIC, ONRR and BLM on production reporting matters
- Prepare various NDIC and ONRR regulatory production reports
- Process PPAs and subsequent amended regulatory reports
- Ensure master file setup of new wells in SAP PRA
- Ensure master file setup of new tank battery, gas measurement and/or production facility in SAP PRA
- Ensure run tickets and closing inventory are complete and reviewed for accuracy
- Ensure daily / monthly metered volumes are complete and reviewed for accuracy
- Review downtime records and update well completion dated records with status, producing method, and SKF changes
- Analyze prior month to current month estimate variance and current month estimate to actual variance
- Perform monthly oil, gas and water well level sales and production allocations in SAP PRA
- Prepare monthly report of sales/destinations for oil transported by Hess
- SAP PRA testing for production allocations

SKILLS / COMPETENCIES:

- **Transactional Execution** – Ability to identify potential downstream issues resulting from the data input into a given transaction, views and understands any given transaction as a part of the overall process, not a singular step or event and recognizes the need for consistency in transactions and works accordingly
- **Drive for Results** – Identifies and implements new or better ways of doing things in order to raise levels of performance against goals set by manager. Makes specific changes in the system or work process (does things faster, more efficiently, etc.) to achieve performance improvements and takes time to learn from past experience in order to achieve improved results
- **Influence** – The ability to demonstrate a broad range of influencing tactics in order to gain support for a specific agenda. This includes being able to use facts and data, rationale, researching alternatives, and identifying pros and con's
- **Business Partnering** – Builds rapport and a cooperative relationship with customers by following up with them on concerns and issues as well as sharing information to build their understanding
- **Communication** – Listens and asks clarifying questions to understand work requirements
- **Team work** – Checks for agreement and gains commitment to shared goals. State personal opinions and areas of disagreement tactfully. Notifies others of problems or changes in a timely manner

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EXPERIENCE AND PROFICIENCY:

- Ten (10) years of oil and gas industry experience.
- Proficient in:
 - BLM Production Reporting rules and regulations
 - ONRR rule and regulations
 - SAP Production and Revenue Accounting module
 - NDIC Production Reporting rules and regulations
 - Federal and North Dakota State reporting tools/systems
- Knowledge of oil & gas production operations is a plus.
- Lean Methodology Training/certification a plus

EDUCATION/CERTIFICATION:

- Finance or Accounting Degree preferred.

Please apply online at the following link:

<https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=25473&company=HessCorp>