



**HC ADVISORS, INC.**

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**ACCOUNTING & OFFICE ADMINISTRATOR  
MARCELLUS SHALE COALITION, PITTSBURGH, PA**



**PERFORMANCE PROFILE**

*The Marcellus Shale natural gas deposits represent one of the most promising economic development opportunities the Appalachian region has seen in decades. The Marcellus Shale Coalition represents the member companies that are working for the responsible development and extraction of this natural resource. The Accounting and Office Administrator works with MSC staff and member companies to support business and office operations of the Coalition.*

**BACKGROUND**

Founded in 2008, the Marcellus Shale Coalition (MSC) is an organization committed to the responsible development of natural gas from the Marcellus Shale geological formation and the enhancement of the region's economy that can be realized by this clean-burning energy resource. The MSC is a nonprofit, membership-driven organization comprised of more than 280 members, accounting for almost 100% of the operators in the Marcellus Shale region and a vibrant supply chain supporting energy producers and midstream companies. The members of the coalition work with its partners across the region to address issues with regulators, local, county, state and federal government officials and communities about all aspects of producing clean-burning, job-creating natural gas from the Marcellus Shale.

The MSC and its member companies are fast-moving and dynamic organizations, and as a result the MSC is seeking individuals who work in a manner consistent with its culture. At present, the MSC is a growing yet nimble organization, strategically expanding its presence to meet the needs of the members in the industry.

More information can be found by visiting [www.marcelluscoalition.org](http://www.marcelluscoalition.org).

**POSITION OVERVIEW**

The Marcellus Shale Coalition (MSC) is looking for a candidate who will focus on numerous accounting, administrative, and back office support responsibilities for the entire organization. This position reports directly to the Vice President, Finance & Administration. Serving multiple MSC office and event locations, the Administrator will be based in the MSC's corporate office. The need for this position is immediate and we anticipate having the Accounting & Office Administrator begin their work no later than April 2012.

More specifically, the Accounting & Office Administrator is responsible for:

- The daily function of the accounts payable, accounts receivable, human resources, contract administration, and other business areas as needed
- The daily function of the back office support areas including supply and hospitality inventories, office equipment, and building needs
- Maintaining effective accounting, record keeping, and office processes and procedures to ensure the most efficient and effective office administration
- Supporting and training staff to adhere to proper accounting procedures and policies
- Data entry including but not limited to business contact information, cash receipts, invoices, and other daily records to the general ledger
- Prioritizing, preparing, and printing weekly A/P check runs and mail
- Creating, entering and posting adjusted journal entries for the monthly financial closings

- Ensuring cash receipts, accounts receivables, and accounts payables are processed within the appropriate time periods
- Preparing financial analysis and obtaining variance explanations during the monthly financial closing process
- Preparing financial statement drafts reports and other supporting schedules for review, to accurately reflect the financial position of the company
- Preparing journal entries and general ledger account reconciliations monthly
- Making daily bank deposits and researching deposit/bank discrepancies
- Monitoring business processes including department approvals, coding, etc.
- Receiving all invoices for review and payment processing
- Assisting in filing reports as directed
- Designing and implement filing systems, ensuring that filing systems are maintained and current
- Analyzing and monitoring internal processes
- Opening, logging and distributing incoming mail to appropriate staff
- Professionally responding to office and business related inquiries and assisting office visitors as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate has a blend of the following:

- Bachelor's degree in accounting, business administration, or a closely related field
- Minimum of five (5) years of accounting experience or any combination of education and experience
- Ability to communicate effectively verbally and in writing
- Practical knowledge of office procedures and customer relations
- Extensive and specific software knowledge of QuickBooks, MS Word and Excel
- Skill in dealing with the public under stressful circumstances in a manner that will facilitate constructive problem solving
- A positive, professional attitude and a strong sense of personal responsibility
- Ability to analyze data, identify issues and develop recommendations
- Knowledge of business and management principles
- Ability to perform mathematical calculations accurately
- Ensure security and confidentiality of data
- Establish procedures for record keeping
- Planning, prioritizing and goal setting
- Incorporation of the Guiding Principles of the MSC in all aspects of the job

### **COMPENSATION**

This exempt, salaried position has an attractive compensation and benefits package consistent with other membership and industry support organizations of similar size, scope, scale and industry focus. The benefits package is comprised of medical, dental, vision, retirement and vacation time as well as other benefits.

### **TO APPLY**

Individuals wishing to discreetly discuss this role may contact Dave Baker, Managing Director, Human Capital Advisors at [djb@hcadvisors.net](mailto:djb@hcadvisors.net). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [djb@hcadvisors.net](mailto:djb@hcadvisors.net). Please reference the following in the subject line of your email: **Accounting & Office Administrator, MSC-01.**

**Candidates must submit materials no later than Monday, April 16, 2012.**

**Please direct all inquiries related to this position to Human Capital Advisors.**

*The Marcellus Shale Coalition is an Equal Opportunity Employer.*