



GL/Payroll Accountant

Join the dynamic and collaborative team at Katalyst Data Management! Katalyst is seeking an Accountant who has great organizational skills. This is an exciting opportunity to play an integral role in financial expectations and company goals. Qualified candidates will bring a strong attention to detail and the ability to multi-task.

- **Located in Houston**
- **8.00am – 5pm Monday to Friday**
- **Full-Time position**

The Company

Katalyst Data Management is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialized data services cater to large multinational corporations, national governments and small independents. Katalyst's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled Katalyst to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As an Accountant, you must possess exceptional attention to detail. The Accountant is responsible for accounting and clerical tasks related to the efficient maintenance, processing and reconciliation of the general ledger, budgets, forecasts and payroll. As this role will further support the Global Finance team, an excellent candidate is an organized and competent professional, with outstanding communication skills. In this role, you should be comfortable managing all aspects of the accounting and payroll cycles.

Key Accounting Responsibilities

- Maintain the general and sub ledgers that include entries, accruals, reconciliations
- Coordinate quarterly interest schedules
- Coordinate and prepare monthly accounting reports that include intercompany transactions and month end revenue closing
- Prepare Annual Budget and Documentation
- Prepare various weekly and/or monthly accounting reports that include cost accounting, group cash and month end close documentation
- Coordinate weekly capex reviews and monthly forecast updates
- Review monthly billing prepared by operations
- Perform monthly foreign exchange entries
- Coordinate and support month-end closing
- Support and assist with audit requirements

Key Payroll Responsibilities

- Prepare, process and review semi-monthly payroll for North American entities
- Perform semi-monthly payroll journal entries
- Coordinate monthly benefits reconciliation with payroll working with Human Resources to resolve benefits/salary discrepancies
- Prepare and process intercompany employee billing
- Maintain accounting payroll files with complete documentation
- Obtain proper Human Resources signatures and approvals conforming to company authority schedules

Skills Required

- Effective verbal and written communication skills to interact professionally at all levels
- Organized and disciplined to ensure compliance with procedures
- Flexibility to take on additional projects and adapt to changes in priorities
- Strong MS Office Suite skills (Excel, Word, and Outlook)
- Detail oriented, highly organized and able to multitask
- Versatile and able to work in a complex, fast paced environment

Required Education and Experience

- Accounting or Finance Degree preferred
- 6+ years of relevant Accounting experience
- Sage 300 Systems experience a plus
- ADP/Streamline Payroll Processing

To Apply

Applications can be emailed in confidence to jobs@katalystdm.com.