



JOB DESCRIPTION

Position Title:	Staff Accountant	Position Type:	Exempt
Department/Group:	Accounting	Location:	Dallas, TX
Reports To:	Accounting Manager	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Sustainability Report. For additional information, visit www.kosmosenergy.com.

Basic Function

This position is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely accounting entries, and ensure appropriate adherence to corporate accounting policies and related internal controls.

Essential Responsibilities and Job Duties

- Maintain financial records in compliance with generally accepted policies and procedures
- Ensure that all financial reporting deadlines are met
- Resolve accounting discrepancies and irregularities
- Assist with financial audit preparation and audit process
- Review and provide support for activity provided by international offices
- Compile and analyze financial information to prepare monthly accounting journal entries for activity such as cash transactions, depreciation, amortization, interest income, liabilities and accruals
- Preparation of joint interest billings or similar billing statements
- Perform G/L and account reconciliations on various balance sheet accounts monthly
- Ad hoc support of external financial reporting including 10-K/10-Q tie-out
- Handle other projects, duties and responsibilities as assigned

Qualifications and Education Requirements

- Minimum of 1 year of experience working in an accounting capacity, preferably within the oil and gas industry



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- Bachelor's Degree in Accounting
- CPA-eligible candidate preferred
- Excellent communication skills
- Knowledge of generally accepted accounting practices and principles
- Knowledge of auditing practices and principles
- Knowledge of applicable laws, codes and regulations
- Intermediate to advanced skills in Excel
- Must be able to maintain confidentiality
- Ability to multi-task
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment
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Attributes

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Proven ability to collaborate with team and generate solutions
- Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player.
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners and governments from all parts of the world.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required
- Advanced problem solving, time management, and decision-making skills required
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff

Travel Requirements

Position requires less than 10% travel, domestic and international.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
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Approved By:		Date:	
Last Updated By:		Date/Time:	