JOB DESCRIPTION

Position Title:	Senior Joint Venture Accountant	Position Type:	Exempt
Department/Group:	Accounting	Location:	Houston, TX
Reports To:	Accounting Operations Manager	Direct Reports:	N/A

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 and U.S. Gulf of America, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Ghana and U.S. Gulf of America. 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

The Senior Joint Venture Accountant is responsible for managing the accounting, billing, reporting, and compliance activities associated with Kosmos Energy's operated and non-operated joint venture interests. This position ensures the accurate and timely processing of Joint Interest Billings (JIBs), working interest owner transactions, joint venture audits, and related accounting activities while maintaining compliance with Joint Operating Agreements (JOAs), Authorizations for Expenditure (AFEs), company policies, and industry accounting standards. The role works closely with Operations, Land, Production Accounting, Finance, and external partners to ensure accurate cost allocation, partner reporting, and financial integrity of joint venture activities.

Essential Responsibilities and Job Duties

Joint Venture Accounting

- Perform monthly Joint Interest Billing (JIB) close processes for operated properties, including transaction review, cost allocation, partner billings, and cash call preparation.
- Review and process non-operated JIB invoices and ensure proper coding and accounting treatment.
- Maintain and validate ownership records, revenue decks, expense decks, division of interest setup, property records, and AFEs to support accurate partner billing, revenue allocation, and cost allocation.
- Review and coordinate ownership changes, working interest updates, and property transfers with Land, Revenue Accounting, Operations, and other internal stakeholders.
- Monitor and track AFEs, including approvals, budgets, partner elections, and related setup to ensure proper accounting and reporting treatment.
- Analyze actual costs against approved AFE budgets and communicate significant variances or issues to management and relevant business partners.
- Prepare, review, and record journal entries related to joint venture activities, overhead, accruals, and cost allocations.
- Perform monthly account reconciliations and investigate discrepancies related to joint venture activities.

- Ensure costs are billed and allocated in accordance with Joint Operating Agreements and company policies.

Partner Relations and Compliance

- Serve as the primary accounting contact for joint venture partners regarding billings, ownership changes, working interest updates, property transfers, cash calls, audit matters, and financial inquiries.
- Research and resolve partner billing disputes, division of interest discrepancies, ownership-related issues, and related partner inquiries.
- Monitor and collect outstanding joint interest receivable balances.
- Support compliance with JOAs, COPAS guidelines, accounting standards, and internal controls.

Joint Venture Audits

- Coordinate and lead joint venture audits conducted by working interest partners.
- Provide supporting documentation, accounting records, and system information to auditors.
- Collaborate with Operations, Supply Chain, Land, and other departments to respond to audit requests and exceptions.
- Prepare and record audit settlements and related accounting adjustments.

Financial Reporting and Analysis

- Analyze operating costs, capital expenditures, and partner balances to identify trends, variances, and potential issues.
- Prepare internal management reports and supporting schedules for monthly, quarterly, and annual reporting.
- Support internal and external financial audits.
- Assist with SEC reporting support and other ad hoc financial projects as assigned.
- Ad hoc support of external financial reporting including 10-K/10-Q tie-out

Continuous Improvement

- Identify opportunities to improve processes, controls, and efficiency within the joint venture accounting function.
- Participate in system implementations, testing, and automation initiatives.
- Assist in developing and documenting accounting procedures and best practices.

Handle other projects, duties and responsibilities as assigned

Qualifications and Education Requirements

- Bachelor’s degree in Accounting or Finance required
- Minimum of 3-7 years of accounting experience with exposure to the oil and gas industry
- Oil and gas joint venture accounting experience preferred; Public accounting experience a plus
- Exposure to Joint Operating Agreements (JOAs), COPAS guidelines, AFEs, and Joint Interest Billing processes.
- Experience with operated and non-operated assets.
- CPA designation is a plus
- Advanced knowledge of Excel

KOSMOS ENERGY

JOB DESCRIPTION

- Knowledge of accepted accounting practices and principles
- Knowledge of auditing practices and principles
- Knowledge of applicable laws, codes and regulations
- Knowledge of report writing systems helpful
- Original, creative thinker with the ability to formulate and express areas for improvement
- Able to work in a fast-paced environment

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.
- Ability to work with Accounting Manager and Controller to learn new areas
- 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 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

Travel Requirements

Position requires approximately 10% travel, domestic

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