

## Role Description

This is a contract role and mostly involves working remotely. The Contract Vendor Auditor will be responsible for reviewing contracts with vendors to ensure compliance with contractual obligations. The contract vendor auditor will perform a risk assessment to identify high-risk areas and work with vendors or suppliers to develop mitigation strategies. The contract vendor auditor will prepare reports and records of the results of the audit and corresponding recommendations for management's consideration to make appropriate decisions. While this is a remote position, please note that internal and vendor meetings are typically scheduled between 8 AM and 5 PM.

## Qualifications

- Must have a Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field
- Must have at least 5 years of experience in auditing and/or vendor management
- Must have at least 5 years of oil and gas experience.
- Must be willing to travel up to 25%
- Spanish language proficiency is a plus.
- Strong analytical and problem-solving skills, with a demonstrated ability to resolve complex issues
- Strong Microsoft Excel skills
- Excellent communication skills, both verbal and written, and ability to prepare well-written reports
- Ability to effectively manage time, prioritize tasks, and work independently with minimal supervision
- Familiarity with internal controls, risk assessment, and compliance frameworks, and experience working with contracts
- Professional certification (CPA, CIA, CFE, etc.) in auditing or related field is a plus
- Experience working with AuditBoard and Enertia
- Experience working with auditing software and data analytics tools is a plus
- Ability to collaborate and work in a team-oriented environment that is deadline-driven