**Sunbridge Energy Services – Associate**
A fast-growing CNG transportation and storage company with headquarters in Houston, Texas and operations in the Permian Basin, Texas is looking for a highly motivated individual to join our team.

We are looking for an Associate with natural gas pipeline operations and commodities experience. Trucking logistics experience also preferred. You will be responsible for economic modeling, projections, assisting with financial reporting / dashboards and general research. This position reports directly to the CFO.

In this role, you must be accurate and reliable in handling economic, financial and accounting information. A passion for modeling and reporting in a process-driven environment are essential to our business operations.

**Job Description:**
- Assist with obtaining, comparing, and reconciling Billing and Data from Trucking Companies, Customer Invoicing Departments and Internal Procurement Departments
- Maintain economic model with accounting and financial reporting output
- Work with QuickBooks using Reconciled Data Sheets and Assist with reporting
- Receive and Record customer payments and natural gas inventory
- Other financial, accounting and administrative duties

**Requirements:**
- Adherence to laws, confidentiality guidelines, and safety policies
- Team Player with a positive, can-do attitude
- Responsive/Timely for customer requests and internal deliverables
- Proficient in MS Office (primarily in Excel, PowerPoint and Word)
- Familiarity in QuickBooks software
- Passion for learning
- Excellent organizational skills and strong communication skills
- Bachelor’s Degree in Accounting/Finance/Business preferred
- Authorized to work in the United States

**Benefits:**
Competitive health benefits offered through United Healthcare.

**Hours:**
On-site in 77027 headquarters office, Monday - Friday 8 am - 5 pm.

**Other:**
No travel is expected for this role.

The physical demands of this job must be met by an employee to successfully perform the essential role and responsibilities. The ability to lift files and open cabinets is expected.

**Job Type: Full-time**
We are an equal opportunity employer and all qualified candidates will receive consideration for all positions without regard to race, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, veteran status, disability, genetic information, or any other characteristic protected by law.

Visit [www.sunbridgeenergyservices.com](http://www.sunbridgeenergyservices.com) for more information.