



**Job Title:** Director, Severance Tax  
**Department:** Severance Tax  
**Reports To:** Chief Operating Officer  
**FLSA Status:** Exempt  
**Environment:** Drug Free Workplace

**Position Summary:**

The Severance Tax Director is the principal responsible for the Severance Tax line of business. The Director of Severance Tax will serve as the primary resource for the establishment of standards, policy, and operations of the group. The Severance Tax Leader will be tasked with driving the revenue attainment process for the Severance Tax Department and develop it to be a major service offering within the company. The Severance Tax Director will also be responsible for all business processes, account management, and ensuring critical deliverables are met, for the business unit. The Director of Severance Tax will identify and pursue new business opportunities and contribute ideas to enhance the overall well-being of the company.

**Essential Duties and Responsibilities:**

- ◆ Develop the core service offerings for Severance Tax practice
- ◆ Manage annual budgets, targets, goals, and provide monthly reporting for the Department
- ◆ Effectively manage project portfolio that meets or exceeds projections
- ◆ Successfully manage multiple accounts simultaneously, including oversight of workflow, client expectations, and internal staffing to ensure projects are consistent with time and scope of contract
- ◆ Directly responsible for billing of some projects and for reviewing all invoicing completed by team members
- ◆ Create a delivery program that meets customer requirements
- ◆ Monitor delivery programs and customer feedback, and make necessary adjustments as needed
- ◆ Generating proposals, pricing, and contract negotiation for practice offerings
- ◆ Research markets and develop additional client targets
- ◆ Lead and/or assist in engagement start-ups, planning, due diligence, and general problem solving, as needed
- ◆ Participate in creation of new or enhanced presentation/marketing materials
- ◆ Collect, analyze, and prepare data for refund claims
- ◆ Gather, examine, and validate invoices and documentations to support refund claims
- ◆ Research, analyze, and communicate findings to clients, management, and stakeholders
- ◆ Capable of working in a fast paced, demanding, entrepreneurial work environment



- ◆ Demonstrate impeccable client service, as validated by at least three unsolicited, positive client reviews per quarter
- ◆ Create positive work environment for staff members, providing consistent coaching, guidance, and direction
- ◆ Consistently identify and implement ways to improve quality of work and job satisfaction for team members
- ◆ Adaptability and willingness to assist with other projects, as assigned

**Qualifications:**

**Education/Experience:**

- Bachelor's degree from an accredited four-year college or university.
- At least seven years of successful severance tax audit experience, primarily in Texas, is required.
- At least three years of supervisory/managerial experience is desirable.
- Must have in-depth knowledge of financial auditing/accounting, oil & gas revenue/severance tax practices, and/or direct auditing experience in Exploration & Production companies.
- Preference will be given to candidates with contract compliance, internal audit, and/or Big Four experience, especially within oil and gas industry.

**Language Ability:**

Customer relation skills are critical. Excellent verbal and written communication skills are required. Must be able to effectively interview, communicate, and present information to all internal and external clients.

**Reasoning Ability:**

Ability to define problems, collect and extrapolate data, establish facts, and draw valid conclusions. Drawing inferences from information, applying logical reasoning based on information and producing evidentiary information to support one's contention is required.

**Computer Skills:**

Expert user in the following software: Spreadsheets (Microsoft Excel), Database (Microsoft Access), Word processing (Microsoft Word), Microsoft PowerPoint, Internet software, E-mail software. Candidates should be prepared for IT Assessment during office interview.

**Supervisory Responsibilities:**

Candidate is expected to demonstrate excellent Leadership qualities. Must be able to lead, motivate, train and develop employees and team members.

**Traveling Demands:**

Some travel is required and can fluctuate, depending on client/project needs. Specifically, an average of 20-40% of time may be spent traveling to perform the above described roles and responsibilities. Renew will reimburse eligible business-related travels, including airfare, lodging, transportation, and Per Diem, as per Renew Travel Policy.



**Compensation:**

Competitive base salary commensurate with experience and incentive bonus program, which is based on individual performance. In addition, in some situations, commissions may be paid depending on the basis of the audit work to be performed. There is never a cap on earnings.

**Pre-engagement requirements:**

Renew International is a Drug Free workplace. All employees and contractors are required to successfully complete hair and urine drug screens prior to starting work for the company. Additional pre-engagement requirements include a background check, company engagement / employment paperwork and policy attestations.

**Company Description:**

Renew International provides diverse cost recovery auditing solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third-party suppliers and partners.

*Financial Results \* Customer Service \* Employee Recognition \* Community Involvement \* Spiritual Development*

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.*

**Contact Information:**

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