



## JOB DESCRIPTION

We want to attract and retain the best talent in the industry. To meet this goal, we are creating a workplace where our employees are top priority;

### **Feel The Energy Of...**

**Our Assets** – Our current basins consistently see excellent results. With the addition of key acquisitions, our growth projections are extremely strong. We will remain committed to improving the quality, safety and performance of our assets.

**Our Performance** – We continue to demonstrate leadership in the mid-stream marketplace. We were ranked # 1 and #2 in "Customer Satisfaction" in the EnergyPoint Research, Inc. Natural Gas Midstream Services Customer Satisfaction Survey for 2006 and 2009, respectively.

**Our People** – Here at MarkWest, we believe our continued success depends on the quality of our employees. We believe strongly that employee satisfaction leads to customer satisfaction.

Come join our team as our **Internal Auditor** at our Denver, CO location. This position reports to the Director of Internal Audit.

### **SUMMARY:**

This position reports to the Director of Internal Audit. The Department operates under a team concept with personnel assigned to projects based on project priority and individual availability. The Internal Auditor is supervised in daily tasks by Senior Auditors.

Responsibilities include performing audits of financial and operational processes and evaluating the effectiveness of internal control activities. The position requires the ability to work in a highly integrated team environment and to perform assigned audits in accordance with accepted standards. Audit performance will include reporting audit findings and making recommendations to address control weaknesses and general process improvements. The ability to communicate effectively, both verbally and in writing within all levels of the organization, is required.

This position will also assist as needed with:

- Audits of internal controls by an external accounting firm.
- Internal process improvement initiatives and consulting engagements.
- External consulting engagements.

### **ESSENTIAL DUTIES/ RESPONSIBILITIES:**

Under direction of the Internal Audit Director or Senior, the auditor is responsible for the timely execution of risk-based internal audits in accordance with the annual audit plan, as well as assisting with other audit matters and projects. These responsibilities include the ability to:

- Develop and complete audit programs based on company-wide top-down risk assessment.
- Develop a working knowledge of Markwest financial and operating systems to facilitate the efficient gathering of electronic data for further evaluation (e.g. Oracle, Quorum, Right Angle, etc.).
- Execute periodic tests of controls and continuous controls monitoring efforts in the evaluation of control environment operating effectiveness.
- Evaluate and recognize changes in company's policies, procedures and internal controls.
- Determine compliance with policies and procedures.
- Clearly document findings in working papers and reports in a well organized and easy to understand manner.
- Clearly communicate findings to process owners and management.
- Solicit process owner proposals of corrective actions.
- Analyze processes and apply critical thinking skills.
- Work both collaboratively and individually.
- Manage assignments to meet deadlines.
- Follow up on audit issues and the implementation of management recommendations.
- Understand and support risk analysis and the annual audit planning process.
- Keep abreast of changes in Internal Audit Standards, SOX Section 404 Compliance and 302 Certification requirements.
- Assist in the improvement of the MarkWest internal audit and compliance efforts.
- Support projects or other directives as directed by the Audit Committee or Executive Management.
- Travel: up to 15%.
- Other duties and responsibilities as needed.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **JOB QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform or learn to perform, each essential duty satisfactorily.
- Bachelor's degree from four-year college or university in accounting or finance. Zero to four years experience, through public accounting/auditing (Big 4 a plus) and/or industry experience (health, safety, and environmental compliance). Previous internal audit experience is desirable, but not necessary.
- CPA or CIA desirable, but not necessary.
- Excellent written and verbal communication skills required.
- Intermediate computer skills including knowledge of MS Office products required.

#### **WORKING CONDITIONS:**

##### **Physical Demands:**

This position requires sitting throughout most of the day. It will involve some lifting and filing. On occasion there will be outside office assignments that can involve walking around

construction sites, industrial locations, field and/or wooded areas.

**Working Environment:**

Generally working in an office environment, however, May require visiting and walking around some construction and industrial sites, farm properties, driving on rural roads, and other field locations, to acquire familiarity with facilities, properties and settings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Materials and Equipment Used:**

The materials and equipment used on a regular basis will be a personal computer, phone, fax, copier and map printer/plotter.

Interested and qualified candidates should contact us immediately to be considered for this terrific opportunity. Please send your resume to [employment@markwest.com](mailto:employment@markwest.com).

Please see our web site for more information [www.markwest.com](http://www.markwest.com)

MarkWest Energy Partners, L.P. is a master limited partnership engaged in the gathering, transportation, and processing of natural gas; the transportation, fractionation, marketing, and storage of natural gas liquids; and the gathering and transportation of crude oil. MarkWest has extensive natural gas gathering, processing, and transmission operations in the southwest, Gulf Coast, and northeast regions of the United States, including the Marcellus Shale, and is the largest natural gas processor in the Appalachian region.

*The above statements are intended to describe the general nature and level of work for the position. They are not to be construed as an exhaustive list of all the responsibilities, duties, and skills required. All personnel may be required to duties outside of their normal responsibilities from time to time, as needed. All job descriptions are subject to change. Job functions and/or responsibilities can be amended at any time at management discretion.*