



Job Title: SENIOR ACCOUNTANT

Job Type: Regular, Full-Time

Department: Finance

Reports to: Controller

Direct Reports: None

Indirect Reports: None

FLSA Status: Exempt

Location: Houston, TX

JOB SUMMARY / OVERVIEW

Generates balance sheets, profit and loss statements, and prepares other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in area of specialty and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Reports to the Controller.

ESSENTIAL JOB FUNCTIONS

- Experience in commodity trading business is a requirement
- General Ledger accounting functions including posting journal entries; derivative accounting; inventory control; monthly variance analysis; cost center reporting; project analysis; special projects as directed by the Controller. Must have the ability to train on, and serve as a backup for, other accounting positions, i.e. A/R, A/P, etc.
- Account reconciliations of balance sheet and select income statement accounts.
- Generate and maintain accurate, clear, and complete schedules to support financial postings.
- Reporting of metrics and other operational characteristics of activities and facilities
- Team player – able to get along with others
- Fulfill information and reporting requests by external stakeholders (e.g. auditors, bankers).
- Present a professional image at all times to clients and vendors and present a positive image of the company.
- Follow all relevant company policies and procedures.
- Develops and implements accounting policies & procedures by analyzing current policies & procedures; recommending changes.
- Continues to update accounting knowledge by participating in educational opportunities.
- Act ethically and with integrity in every function.
- Excel Skills: Advanced (vlookups, pivot tables, sumifs)
- Flexible time around month end close (overtime during weekdays and possibly weekends if close falls in between)
- Assists other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.

QUALIFICATIONS

Licenses, Certifications, and/or Registrations

- CPA preferred

Education, Experience, and/or Training

- Bachelor's Degree in Finance, Accounting or related field required
- Minimum eight (8) years experience working in Accounting or related field required
- Minimum four (4) years experience working in the Manufacturing or Industrial industry *preferred*.
- Experience in commodity trading business required

Knowledge, Skills, and/or Abilities

- Accounting – must have general knowledge of basic accounting principles and practices, as well as thorough knowledge of applicable accounts receivable/general ledger systems and procedures, financial chart of accounts and company procedures.
- Arithmetic – the position requires the knowledge of mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division accurately.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.
- Planning/organizing – the individual prioritizes and plans work activities and uses time efficiently.
- Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Computer skills – the ability to operate computerized accounting and spreadsheet programs, as well as working with e-mail at a highly proficient level. Experience with SAP preferred.
- Teamwork – the position requires working well in a team environment, and able to work with a diverse group of people.
- Customer service – the position manages difficult client/client situations, responds promptly to client needs, solicits client feedback to improve service, responds to requests for service and assistance and meets commitments.
- Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Quantity – meets productivity standards and completes work in a timely manner.
- Detail-oriented – minimizes errors and recognizes errors made by others.
- Problem solving – the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Planning/organizing – the individual prioritizes and plans work activities and uses time efficiently.

- Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Confidential – the position requires discretion, because they frequently come in contact with confidential material.
- Negotiation – Bringing others together and trying to reconcile differences.
- Persuasion – Persuading others to change their minds or behavior.
- Time Management – Managing one's own time and the time of others.
- Confidential – the position requires discretion, because they frequently come in contact with confidential material.
- Speaking – Talking to others to convey information effectively.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Quantity – meets productivity standards and completes work in a timely manner.

SPECIAL REQUIREMENTS

Tools / Equipment

- Computer
- Copy Machine
- Scanner
- Telephone system

Software

- Proficiency in Microsoft Office, including advanced Excel required.
- Experience with SAP *preferred*

Physical

- Ability to sit for prolonged amounts of time required.
- Ability to effectively communicate through various means required.

Environmental

- Work is performed within an office environment, including office equipment – such as computers, telephones and copiers.
- Noise levels are typically moderate.

Work / Schedule

- Monday – Friday between 8:00am – 5:00pm.
- Will be expected to work additional hours and days, including weekends and holidays as required.

Travel



- 10%

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, OCI GP, LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Prepared by: Serge Hoover
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