



Job Title: Settlements Analyst
Job Type: Regular, Full-Time
Job Class: Administrative
Department: Finance
Reports to: Finance Director
Direct Reports: None
Indirect Reports: None

FLSA Status: Exempt
Location: Houston, TX

JOB SUMMARY / OVERVIEW

This role is within the Finance Team. The primary purpose of the Settlement Analyst role is to settle third party and intercompany commodity related trades in a timely and accurate manner. Additionally, the Settlement Analyst will actualize and reconcile volumes ensuring inventory volumes reflected in Company accounts match with third party statements. The role is accountable for timely and accurate creation of invoices, generation of payments, pipeline, truck, and storage volume actualization, monthly close journal entries and reconciliations, as well as frequent interaction with customers, traders and other members of the Settlements team.

ESSENTIAL JOB FUNCTIONS

- Accountable for the accurate and timely completion of Settlements activities within area of responsibility
- Generate customer invoices and supporting documentation
- Settle all 3rd party and intercompany transactions per contractual terms
- Ensure funds are received and paid on time and accurately; liaise with counterparties should any discrepancies occur; provide thorough explanations for any outstanding balances
- Reconcile and update volumes per pipeline, tank or 3rd party statements; work with operators and counterparties to resolve volume discrepancies
- Provide accurate details of projected cash flows to enable Treasury to manage daily and weekly cash requirements.
- Participate in the monthly close process including P&L tieouts, journal entries, and trade exception reporting and clearing.
- Provide exceptional internal and external customer service in order to build and strengthen relationships
- Pro-actively seek opportunities to standardize, simplify and automate processes to improve performance and efficiency as well as address underlying root causes
- Provide support in response to internal/external audits and litigation
- Complete and support special projects as assigned

QUALIFICATIONS

Licenses, Certifications, and/or Registrations

- None

Education, Experience, and/or Training

- Bachelor's degree in Accounting or Finance or other similar business degrees

- Good understanding of internal controls
- Understanding of settlements processes
- Results oriented with strong follow through and the ability to bring accountabilities to timely completion.

Knowledge, Skills, and/or Abilities

- 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.
- Speaking - Talking to others to convey information effectively.
- Quantity- meets productivity standards and completes work in a timely manner.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Dependability - the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- 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.
- Good communication skills.
- Demonstrable knowledge of internal controls

SPECIAL REQUIREMENTS

Tools / Equipment

- Computer
- Copy Machine
- Scanner
- Telephone system

Software

- Right Angle & SAP experience preferred
- Microsoft Excel (Intermediate) skills

Physical

- Ability to lift 20 lbs. occasionally.
- 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.
- May 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.