



**Job Title:** CONTROLLER  
**Job Type:** Regular, Full-Time  
**Job Class:** Management  
**Department:** Finance  
**Reports to:** Director of Finance  
**Direct Reports:** Settlement Analyst  
**Indirect Reports:** None

**FLSA Status:** Exempt  
**Location:** Houston, TX

## THE COMPANY

Located in Houston, TX, OCI Methanol Marketing, LLC (“OMM”) is a wholly owned subsidiary of OCI N.V., a publicly traded entity based in Amsterdam, the Netherlands, that is a leading global producer and distributor of natural gas-based fertilizers and industrial chemicals. OMM’s focus is on the marketing of methanol through a global distribution platform that optimizes trade flows and enhances netback pricing, including through value creative swaps.

OCI N.V.’s production capacity spans three continents and comprises approximately 14 million metric tons per year of nitrogen fertilizers, methanol, diesel exhaust fluid, melamine, and other natural gas-based products, serving agricultural and industrial customers around the world.

OCI N.V. employs approximately 3,000 people and is listed on the Euronext in Amsterdam under the symbol “OCI”.

For more information, please visit OCI’s website: [www.oci.nl](http://www.oci.nl)

## POSITION SUMMARY

The Controller will serve as the leader of the OMM accounting team and be an important strategic partner to the Director of Finance and to the Commercial Director. Manages the accounting activities in accordance with IFRS and corporate accounting policies including timely and accurate financial reporting. Requires a bachelor's degree and at least 10 years of direct experience in the field. Strong management and leadership skills are essential. Demonstrates expertise in 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. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to the Director of Finance.

## ESSENTIAL JOB FUNCTIONS

- This hands-on Controller role for a startup includes managing all accounting and financial transactions including accounts payable, accounts receivable and ensuring the accuracy of physical inventory.
- Complete all financial transactions, transmissions, and reporting on a timely and accurate basis.
- Responsible for preparing and reviewing month end journal entries, performing and reviewing account reconciliations, preparing month end reports, coordinating month-end and year-end closing processes.
- Prepare or direct preparation of monthly, quarterly and annual financial statements and management reporting packages.
- Assist with financial forecasts and support FP&A team.
- Responsible for the preparation of the annual budget and the audited annual report inclusive of the notes to the financial statements. Analyze actual to budget and forecast variances.
- Coordinate the quarterly reviews and year-end audit of the company’s financial statements.



- Ensure the general ledger and financial statements are in compliance with all IFRS requirements.
- Manage and improve an effective internal control framework by developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Recruit, supervise, train and oversee activities of staff; assist staff with development; perform annual performance reviews.
- Special projects and other duties as assigned.
- Present a professional image at all times to clients and vendors and maintain a positive reputation of the company.
- Follow all relevant company policies and procedures.
- Assists other Departments and other administrative personnel as necessary.

## QUALIFICATIONS

### Licenses, Certifications, and/or Registrations

- CPA a plus

### Education, Experience, and/or Training

- Bachelor's Degree in Finance, Accounting or related field required.
- Minimum seven (7) years' experience working in Accounting or related field required.
- Prior experience in a commodity or energy trading firm *preferred*.

### 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.
- 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.
- 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.

## SPECIAL REQUIREMENTS

### Tools / Equipment

- Computer
- Copy Machine
- Scanner
- Telephone system

### Software

- Proficiency in Microsoft Office, including Excel required.
- Experience with SAP *preferred*
- Experience with RightAngle *preferred*
- Experience with Hyperion *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.
- May work additional hours and days, including weekends and holidays as required.

### Travel

- 5%



## 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, Pandora Methanol, 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.

**Reviewed by:** Serge Hoover  
**Review Date:** May 31, 2019  
**Approved by:** Christie Simon  
**Approved Date:** May 31, 2019