

Position: Manager of Foreign Exchange Accounting 50021751

Job Description:

PURPOSE:

Summarize briefly the major function and purpose of the position.

Review and assist in preparing FX related accounting entries. Provide accounting analysis of consolidated FX accounts, assist in the preparation of the external financial statement FX related footnotes, participate in training for the business units of derivative accounting requirements. Provide assistance in answering questions from the business units related to fixed assets, financial standards, financial reporting, and other corporate areas.

ENTRY QUALIFICATIONS:

What are the minimum qualifications an employee must have in order to perform the duties of the position? (I.e. educational requirements, licenses, certification, work experience, training etc.)

- Bachelor's degree in Accounting. Master's degree in Accounting, Finance and / or Business Administration or CPA / CMA preferred.
- 5 plus years of professional accounting experience including 3 plus years of experience doing Foreign Exchange Derivative Accounting.
- Understanding of Derivative instruments, primarily foreign exchange forward swaps
- Strong communication and presentation skills
- Expert knowledge or highly proficient in using MS Excel
- Proficient at using MS Word and PowerPoint

- Experience working with external and internal auditors
- Strong financial system user experience.
- Understanding and experience with fixed asset, cost, inventory, and other general accounting areas.
- Ability to travel internationally, 10-25% of the time, for up to two or three week periods

TRAINING REQUIREMENTS:

SAP system

RELATIONSHIP RESPONSIBILITIES:

No direct reports. Ability to interact with employees from entry to executive level. Primarily will work with Corporate Treasury, Tax, and Accounting as well as accounting, purchasing, and sales personnel at the business units.

SCOPE OF RESPONSIBILITIES / ACCOUNTABILITY:

Indicate budget/revenue responsibility.

None

Explain the degree of supervision/guidance, procedures/ processes used, and judgment, creativity, planning & resourcefulness needed to do the job.

Medium to minimum level of supervision / guidance provided by supervisor;

How errors detected and what is possible impact of those errors?

Peer / supervisor review is required to detect errors; errors may result in unanticipated results (gains or losses) from executed hedge contracts

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Describe general working conditions (i.e. noise level, temperature, around heavy machinery)

Office environment

PHYSICAL DEMANDS: Describe amount & frequency of physical requirements of the position (i.e. lifting, pushing, climbing)

Frequent sitting and operating computer. International travel is required to other sites and conferences.

MAJOR RESPONSIBILITY AREAS:

Identify the major duties and tasks accomplished by this position. For each duty, identify if it is an E - essential function or N - nonessential function of the job.

E/N Duties and Responsibilities

Derivatives:

E Support Business Units on proper derivative accounting procedures

E Travel to Business Units to provide On-Site training and specialized training for specific transactions

E 1st line of support with the business units for questions regarding derivative accounting

E Prepare monthly embedded derivative entry for Business Units

E Prepare monthly corporate journal entries for centralized treasury transactions

E Assist Corporate Accounting with reconciling derivative related intercompany transactions and cash

E Reconcile FX related accounts

E Analyze variances in FX accounts

E Become proficient at using FX related systems such as FXpress, Bloomberg, SAP

E Assist in implementation of new derivative procedures

E Assist in implementation of new derivative software system

E Assist in SOX testing and updating of documentation, procedure documentation, as well as procedure manuals.

E Prepare quarterly balance sheet reclass entries

E Assist in the preparation of quarterly derivative footnotes for the SEC filings

E Travel to Business Units to provide On-Site training and specialized training for specific transactions

Fixed Assets:

E Support all SAP users of fixed assets

E Super user of SAP fixed asset system including access to all entities using SAP

E Prepare and test RFC's for system changes related to fixed assets in SAP

E Support business unit personnel with training and guidance related to the use of the SAP fixed asset system

E Conduct training classes for new fixed asset users

E Prepare ad-Hoc reports as requested

E Prepare reports to assist tax department with the annual income tax return

E Assist new locations with loading assets and training on use of system

E Process mass changes to fixed asset data such as disposition of business units, mass retirements, acquisitions, etc

E Support all SAP users of fixed assets

E Super user of SAP fixed asset system including access to all entities using SAP

E Prepare and test RFC;s for system changes related to fixed assets in SAP

E Support business unit personnel with training and guidance related to the use of the fixed asset system

E Conduct training classes for new fixed asset users

E Prepare ad-Hoc reports as requested

E Prepare reports to assist tax department with the annual income tax return

LIFO Inventory:

E Prepare budget projections and forecast LIFO inventory provision adjustments

E Administer LIFO index creation as needed

E Prepare LIFO year-end adjusting entries

Financial Standards:

E Assist in updating financial standards

E Monitor compliance with SOX procedures related to changing financial standards

E Review standards and identify standards that need to be updated based on changes to US GAAP, and internal procedures

E Obtain necessary approvals and ensure standards are posted on the intranet properly

Location

Houston, TX

Please contact Tracie Alch for this position.

Tracie Alch

Willis Group Companies

Account Manager

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