

Job Description for: Accountant I

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20001205 07/01/2007 01/01/1982 H 1 010

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Functions as Work Director and/or Senior Accounting Clerk performing more difficult special assignments of a non-routine nature. Responsible for carrying out delegated functions through completion. Performs a variety of the more difficult work assignments and complex special projects.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

The position must be familiar with the Company's operating expense and budgeting system. In addition he must have a thorough knowledge of Aramco's financial and cost accounting systems. This number one clerical position is responsible for all activities associated with the handling of payments and costs. The technical accounting knowledge and experience are such that the employee can generally carry out delegated functions throughout the Department. This position requires professional knowledge to carry out assignments to completion with limited supervision reviews. Incumbent can take on projects/assignments in any area of finance after a break in period of reasonable duration.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Contacts with personnel from various organizations regarding changes, procedures, scheduling, reports, questionable items and answering queries. Sends cables and letters to Government agencies, ASC and AOC regarding input data, statistics, reports and specific requests for data.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

- a. Exercises certain managerial functions; plans, directs and provides guidance to subordinates to maintain efficient operation of the group; coordinates efforts of group with other Accounting Units and operating organizations to develop and maintain work schedules.
- b. Performs special assignment duties such as providing detailed cost information to other organizations and assisting Public and Government auditors in obtaining necessary data.

- c. Develops procedural improvements in the accounts and accounting records proper especially those which will improve the efficiency of internal checks.
- d. Anticipates requests for, or the continuing need of special types of information and recommends special forms and procedures for accumulating and supplying data. Develops desk procedures for new work. Outlines work methods based on formal procedures.
- e. Reviews applicable General Instructions and other procedures and revisions to determine the degree of compliance with actual practice, and reports on the reasons for non-compliance.
- f. Prepares summaries, statements, and reports which usually vary in form and design and must frequently be constructed individually, or to constitute a continuous series. During the preparation of such reports, must consider the limitation of the data available, the need for preserving account identities, the advantages of other methods of presentation, and the use for which the reports are intended, or their possible value in relation to continuing needs for information.
- g. Organizes the work of any desk having an abnormal backlog and aide in directing the job incumbent in the elimination of the backlog, or improvement in the quality.
- h. Prepares reconciliation statements which reflect a comprehensive comparison of accounts, their subsidiaries, and supporting records. Is responsible for describing normal differences and also for calling to the attention of accounting personnel instances in which differences appear to result from inadequate segregation of accounts or accounting practices which are at variance with those of previous periods.
- i. Acts as information center for appropriate and specific information as may be required by other departments such as OSPAS and Construction. Problems of an unusual nature or those requiring special handling are referred to Unit Supervisor for guidance or handling.
- j. Supervises job assignments and training of personnel engaged in compiling of statistics, and costs.
- k. Calculates, documents and authorizes the release of all petroleum cargoes shipped through the marine terminals, using strapping tabs, meter correction factors, temperature and pressure factors, meter charges, and meter flow rates curves to arrive at net delivered quantities and to coordinate transmission of data and documentation with various internal and external organizations.
- 1. Handles activity of payroll benefit plans which encompasses the calculation, payments, adjustments, withholding and answering all related questions posed by employees, parent companies, Trustee and Industrial Relations Department.

ADDENDUM TO PRINCIPLE DUTIES

When applied in Forecasts, Budgets and Financial Analysis

Department each incumbent will have the following principle duties as well as many of the duties already listed.

- 1. Performs basic analytical and cost studies on a corporate level in connection with variances in the expenditure budgets, manpower budgets and with specific operational problems.
- 2. Consolidates and maintains up-to-date accounting data for the

corporate Capital Budget by Budget Item and Budget Category. This information is abstracted from various accounting reports, from minutes and correspondence covering actions taken at Board Meetings and Budget Committee Meetings, and from Operations reports.

3. Consolidates ___ by functional, administrative, and operational areas- -many monthly and quarterly manpower and expense budgets and reports. Also prepares monthly and quarterly accountability reports reflecting approvals and spending against appropriations.

4. Checks and verifies all Company operating expense budgets and controls their transmittal to and from the Data Processing Center. Also records and controls any budget changes made during year such as involved in reorganizations.

5. Assists in the development of the corporate Operating Plan and Capital Programs and their presentation to management.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISITE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A. Completion of: ERW, MF, BBS or FCI, EK1, PC 1 & 2. Must have appropriate SAP Training.

B. Ten (10) years relevant accounting office experience including three years as Accountant II. OR

A. Completion of High School plus Associate (2 Year College) Degree with specialization in Accounting and placement beyond ITC ERW and MF.

B. Five (5) years relevant accounting office experience. AND

C. Thorough knowledge of professional accounting theories and practices as related to the Finance organization.