

Job Description for: Accountant III

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20001207 008	10/03/2007	01/01/1982	I		1

9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs basic accounting function according to established methods and procedures and in accordance with policy and general instructions. Performs review, analysis, reconciliation, control and all related functions necessary to maintain accurate detailed accounting records.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

This position is responsible for handling of the basic accounting documentation and requires a complete concept of a specific accounting system, such as payrolls and benefits, payables, receivables, fixed assets, materials distribution, drilling, construction expenditure, corporate taxes, contracts, ships documentation, financial coding, cost distribution, ledgers and sub-ledger controls and knowledge of data processing. Supervision is limited to review of work to assure compliance with established procedures and for guidance in the disposition of unusual problems.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Has frequent contact with employees in all areas of the Company regarding transaction disbursements, correctness, invoice follow-up, approval authorities and cost sheet queries. Prepares cables to ASC & AOC regarding invoices, debit memos and other 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. Balances control amounts to subsidiary records and corrects discrepancies. Reviews and adjusts accounts which frequently require detailed comparison with original documents, supporting files, subsidiary accounts. Writes progress notes and brief explanations in English, relative to documents being processed, and to record actions taken. Reviews documents for proper signature authorization, correct account classification, and completes simple and complex accounting analyses of various documents.

- b. Prepares routine periodic summaries, statements, and reports based on information taken directly from the accounts and records, and often requires checking additional sources or records in other units to obtain data required.
- c. Codes accounting documents, the coding of which is complex because of the variety of transactions involved, the diversity of account classifications, and the degree to which the codes are specialized or subdivided; and requires judgement in converting codes to current classifications where changes have been made in General Instructions.
- d. Observes voucher and reports "due date" schedules, and keeps work director informed when unable to meet schedules.
- e. Prepares worksheets to correct errors reported by various types of EDP prepared statements. Requires a good understanding of machine accounting processes and specific EDP programs.
- f. Checks accuracy and completeness of work prepared by employees performing tasks similar to his own, and those performing lower level work.
- g. When specifically assigned, gives work direction to lower level employees.
- h. Assembles basic documentation, such as those necessary to record and input information relative to the lifting of cargo by vessels at the marine terminals.
- i. Determines or computes costs or charges on documents or reports, such as claims, material price adjustments, invoices, equipment change authorizations, depreciation, stock, taxes, inventories, payrolls, benefits, etc.

9004	Minimum Requirements
A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.	

- A. Completion of: E6B, MA, BBS or FCI, EK1, PC 1 & 2. Must have appropriate SAP training.
- (b) Five (5) years relevant accounting office experience, including two years as Accounting Clerk I.
- (c) Demonstrated ability to perform accounting tasks of this complexity level.
- (d) Good knowledge of professional accounting theories and practices.