

Aemetis, Inc.
Job Description

Title: Corporate Controller

Reports To: CFO

Department: Finance

FSLA Status: Exempt

Position Summary: This position reports directly to the CFO and will be responsible for managing and overseeing all facets of our accounting operations, including the monthly close cycle, financial reporting, internal control, and policy development.

Duties and Responsibilities:

- Manage the month-end close process and related accounting staff for two industrial manufacturing plants (Foreign and US) and a corporate office
- Establish, implement, and monitor appropriate internal controls and policies to ensure conformance and compliance with U.S. GAAP and other statutory requirements (Sarbanes-Oxley)
- Participate and lead the quarterly review and annual year-end audit process with the external auditors
- Manage the various U.S. statutory tax requirements, such as income, real and personal property, franchise, value-added taxes, and sales and use taxes
- Prepare work papers to lead outside tax provider with the annual and quarterly tax provisions in accordance with the annual tax provision, quarterly tax reporting, and annual compliance tax filings
- Assist with various internal and external reporting requirements including debt compliance matters (incremental to SEC Reporting requirements)
- Deliver statements with associated footnotes and assist with preparation of SEC filings and other statutory requirements with primary emphasis on 10Qs, 10Ks, Proxy Statement, and 8Ks associated with financial filings
- Consolidate foreign operations and report on operational variances to forecast
- Develop and manage 2-4 direct reports and 3-5 indirect reports
- Perform other duties & projects as assigned

Required Knowledge and Skills:

- Minimum 10+ years related experience (with at least 5 years public company experience and 3 years public accounting experience)
- CPA required
- Experience and strong knowledge of:
 - SEC, SFAS 109, and FIN 48
 - International consolidations
 - Foreign currency transactions
 - Revenue recognition
 - Complex debt transactions
 - Technical research
 - Inventory cost accounting
- Ability to carry out assigned tasks timely and efficiently
- Hold valid passport and travel up to 10% to international locations
- Must be a working manager, capable of operating in a fast-paced environment, able to handle pressure well, be self-motivated and detail-oriented
- Excellent communication skills, both oral and written
- Flexible, strategic team player with infallible integrity and ethical standards
- Proven track record in adding value to companies and executive staff

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to perform any other job related duties requested by any person authorized to give this employee instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.