

## EMPLOYMENT OPPORTUNITY

**Position:** Accounting Assistant (Part Time)  
**Location:** Vancouver  
**Reports To:** Manager Accounting

### **Company Description**

Methanex Corporation is the world's largest supplier of methanol to major international markets in North America, Asia Pacific, Europe and Latin America.

Methanol is a versatile liquid chemical produced primarily from natural gas and used as a chemical feedstock in the manufacture of a wide range of consumer and industrial products such as building materials, foams, resins and plastics. Methanol is also used to produce methyl tertiary-butyl ether (MTBE), a gasoline component, and there are growing markets for using methanol in new energy applications such as dimethyl ether (DME), direct blending into gasoline and biodiesel.

Headquartered in Vancouver, B.C., Canada, Methanex has production facilities in Chile, Trinidad and New Zealand, and a project in Egypt scheduled to start up in 2010. We source additional methanol through agreements to market methanol production from plants located in other regions of the world, and also through spot market purchases. Methanex is a Responsible Care® Company and is committed to the safe, ethical and environmentally sound management of the products we use and the methanol we sell.

### **Position Summary**

Working approximately 75 hours a month (1<sup>st</sup> week and 4<sup>th</sup> week of the month) you will be responsible for invoicing inter-company bills, preparing inter-company and general ledger reconciliations, consolidating weekly cash reports, preparing month-end journal entries and assisting with other accounting reports/projects as required.

### **Responsibilities**

- Prepare and send inter-company invoices using PeopleSoft. Follow-up with regions to achieve consistency of records and ensure timely payment.
- Record cash receipts using PeopleSoft. Prepare and post journal entries to record cash transactions.
- Complete weekly cash reports by consolidating regional reports.
- Prepare month-end entries in PeopleSoft, including amortization, interest accruals, etc.
- Maintain amortization, interest schedules and other reports for internal users.
- Coordinate with offshore management companies to obtain information to record month-end journal entries for Finance Companies.
- Prepare quarterly variance analysis.
- Prepare and file Statistics Canada reports and other accounting projects.

### **Qualifications**

#### **Education and/or Professional Designation**

- Working towards accounting designation (CGA level 4, CMA at the Strategic Leadership Program)

**Experience and Technical Skills/Knowledge**

- Minimum 3 years accounting experience, preferably in a similar capacity with a large global organization.
- At least 2 years experience with ERP/Integrated accounting systems (PeopleSoft experience preferred).
- Solid accounting skills.
- Excellent computer skills, including Excel and Word.
- Experience working with multiple currencies.

**All persons interested in this position should submit their applications to:**

**[careers@methanex.com](mailto:careers@methanex.com)**

**BY: June 11, 2010**