



Position Description – Controller (Part-Time)

Company Background

Based in Garrettsville, Ohio, about an hour southeast of Cleveland, Catacel is a venture-backed, high-growth company made up of experienced scientist-entrepreneurs. Catacel engineers and manufactures break-through, proprietary catalytic heat-exchanging materials that significantly reduce costs in the hydrogen production, hydrocarbon processing, and fuel cell industries by increasing process output and improving energy efficiencies. Catacel employs proprietary technology to apply and bond high-performance catalysts to the surface of formed thin metal foils. These foil-based catalysts have superior heat transfer properties that reduce chemical reaction constraints, provide greater surface area that improves catalytic function, and deliver greater durability leading to overall cost savings of 10-25%. These savings are derived from improvements in production throughput, energy efficiency, and physical plant construction costs. Catacel materials, supported by 22 issued US patents, represent a disruptive technology for established multi-billion dollar markets, as well as emerging advanced energy industries.

Catacel offers a casual, supportive, team-oriented work environment. We work hard, we expect results, and we have fun doing it. We plan to grow at about 100% per year over the next several years, which will bring opportunity and reward to those who can grow with us.

Market Opportunity

According to the research organization Newry, the global catalyst support and substrate market was \$14.4 billion in 2005, and is growing at a rate of 4% annually. Catacel's materials can address approximately 30% of that market, an opportunity of more than \$4 billion. Catacel has initially focused its efforts on and has good traction in the fuel cell and hydrogen production markets. Catacel is a preferred and strategic supplier of catalyst materials to Bloom Energy, a leading producer of solid oxide fuel cells. In 2008, Catacel installed catalyst materials in a hydrogen plant constructed by Linde Hydro-Chem in Turkey, which continue to operate as expected. Two additional plant installations using a new generation of materials will go on-line in 2012. Additional market opportunities abound in confined space air treatment, gas-to-liquid fuel production, gas separation, carbon capture, and refinery/petrochemical applications. These sectors represent additional explosive growth opportunities for Catacel.

Position Description – Controller

Status: Exempt

Reports to: CFO

Catacel is seeking a Controller to provide operational support to the Company. Manage all financial transactions for the Company. Analyze all financial records for the purpose of auditing past actions and creating forecasts for future requirements and goals. Assist the CFO and Management Team on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The successful candidate will have an immediate impact on our financial strength by providing these essential functions:

- Provide the President and Management Team with an operating budget. Work with the Management Team to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual laws, regulations, and guidelines, 2) ensuring that

all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.

- Oversee all purchasing and payroll activity for staff and participants.
- Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by the Management Team, as well as the Audit/Finance Committee and Board of Directors.
- Operate and maintain integrated manufacturing and management programs (Epicor) which track, among other things, product costs, inventory levels, efficiencies, orders, backlogs, etc.
- Oversee Accounts Payable and Accounts Receivable
- Ensure a disaster recovery plan is in place.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations.
- Assist the CFO to develop multi-year financial forecasts that support the business goals. Develop alternative financial scenarios that provide guidance for strategic decision-making.
- Assist the CFO in ensuring adequate controls are installed and that substantiating documentation is approved and available such that all expenditures may pass independent and governmental audits.
- Assist the CFO in the management and coordination of all fiscal reporting activities for the Company including: Company revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of Company and contract/grant budgets.
- Assist the CFO in ensuring adequate cash flow to meet the Company's needs.
- Perform any and all other duties as directed by the CFO.

Core Values:

- Integrity, maturity, energy
- Business, people, and organizational acumen
- Curiosity, intellectual capacity, and a global mindset
- Superior judgment
- Insatiable appetite for accomplishment and results
- Powerful motivation to grow and convert learning into practice

Requirements:

Technical requirements, education, and experience:

- A Bachelors Degree in Business Administration, Finance, or Accounting and three to five years or more of financial experience and management experience with the day-to-day financial operations of an organization, or a combination thereof.
- Knowledge of U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- Proficient with Microsoft Office, particularly with Excel
- Experience using MRP software; Epicor preferred
- Experience managing transactions with foreign customers and suppliers
- Ability to create and assess financial statements and budget documents.
- Ability to recognize and be responsive to the needs of all clients of the Company, including funding organizations, the Board of Directors, local community advocates, participants, and employers.
- Supervise staff, manage regular progress reviews as well as plans for improvement
- Communicate effectively and professionally in both written and verbal form.

Key Success Factors:

- Manage the Epicor-based accounting system to properly capture the finances of the Company and provide the Management Team with timely and meaningful financial reports.
- Assist the CFO with developing and maintaining meaningful financial models and forecasts.
- Help the VP Operations manage the integrated manufacturing and management programs required to operate a world-class technology and manufacturing organization.
- Deliver exceptional value to the shareholders by prudent management of costs and outside equity.

Working Conditions:

Working conditions are normal for an office environment. Noise level is moderate.

Compensation:

Compensation will be competitive and commensurate with experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. Nothing in this job description restricts management's right to assign or reassign duties to this job at any time. To perform this job successfully, an individual must be able to satisfactorily perform the essential functions of the job according to specific company requirements. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Contact Information:

Qualified candidates should submit their resumes, with cover letter indicating availability and required compensation, to Ehurley@catacel.com.