

Basic Information

Role:	Department of Energy Grant Compliance Contractor
Department:	Accounting
Reports To:	Chief Accounting Officer
Direct Reports:	None
Pay Grade & FLSA Status:	Independent Contractor
Expected Hours:	Approximately 10–20 hours per week
Duration:	Through September 30, 2026
Location:	Corporate
Travel Requirements:	Flexible, with periodic coordination at Corporate and project sites as needed

Role Details

Summary:

This role sits within the Finance organization and is responsible for managing compliance, reporting, and financial oversight related to Century Aluminum’s Department of Energy Office of Clean Energy Demonstrations (OCED) grant supporting development of a new smelter. Century Aluminum is seeking a part-time contractor to support these activities, with a focus on ensuring adherence to federal grant requirements, award-specific terms and conditions, and internal controls during Phase 1 of the project.

The role will serve as the primary finance partner for grant administration and the day-to-day execution of grant compliance, working cross functionally with Corporate Development, FP&A, Legal, Engineering, and Project Management, as well as external advisors. It will act as a key point of contact for government reporting, audits, and reimbursement submissions, coordinating inputs across functions, supporting timely and accurate reporting to government stakeholders, and helping ensure audit readiness throughout the grant lifecycle.

This position is being established specifically to support OCED grant requirements and is critical to supporting the Company’s growth strategy while ensuring consistent execution, strong financial controls, and full compliance with federal requirements throughout Phase 1 of the grant.

Responsibilities:

Grant Compliance & Administration

- Support implementation and maintenance of compliance processes aligned with OCED requirements
- Translate federal grant requirements into practical documentation, controls, and workflows
- Maintain organized, audit-ready documentation and compliance records

Financial Reporting & Monitoring

- Assist with tracking grant-related expenditures against approved budgets and milestones
- Prepare and support submission of reimbursement requests and required financial reports

- Monitor compliance with cost eligibility and allocation requirements

Cross-Functional Coordination

- Work with Corporate Development, FP&A, Legal, Engineering, and Project Management teams to support compliance execution
- Coordinate inputs required for government reporting and documentation

Audit & Controls

- Support preparation for internal and external audits related to the grant
- Assist in documenting and maintaining internal controls over grant funding
- Identify potential compliance risks and escalate as appropriate

Government & Stakeholder Support

- Assist in preparing materials for government reporting and inquiries
- Support internal reporting to senior management as needed

Requirements:

Background	Minimum	Preferred
Education	Bachelor's degree in Accounting, Economics, Business or Finance	Masters degree in related field
Management	None	None
Manufacturing	None	None
Training / Certifications	None	None
Other Preferred	<ul style="list-style-type: none"> • Working with senior management teams /executives • Advance computer skills, emphasis on Excel and PowerPoint • Self-sufficient and self-starter, work independently and set priorities • Detail orientation with strong organizational skills and ability to multi-task • Big 4 accounting firm experience a plus 	

Competencies	
Communication	Level 3 – Ability to deliver oral and written communications that make an impact, and ensure that information is passed on to others who should be kept informed.
Teamwork and Collaboration	Level 1 – Ability to work cooperatively with others on a team and to deal with conflicts, confrontations, and disagreements in a positive manner, which minimizes personal impact.
Managing Performance	Level 1– Ability to respond positively to guidance and criticism, and welcome growth opportunities.
Strategic Thinking	Level 3 – Ability to anticipate implications and consequences, as well as find effective solutions by taking a holistic, abstract, or theoretical perspective.
Business	Level 3 – Ability to convey solutions with analysis of impact on ROI, utility, revenue,

Acumen	profit and loss estimates, and other business indicators.
Service Oriented	Ability to demonstrate significant skill and desire for satisfying internal customers.

Other Important Items

Scope of Role:

The descriptions contained herein are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification. Other duties or responsibilities may be added at management’s sole discretion. Moreover, this description excludes the marginal functions of the position that are incidental to the performance of the fundamental job duties. Employees are expected to follow any job-related instructions and to perform any other job-related duties requested by the supervisor.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. In accordance with the Company's ADA Policy, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates at times in a manufacturing plant environment. This role routinely will be required to walk up and down stairs, observe through vision and hearing, and may be exposed to heat, cold, and loud noises intermittently.

This job also operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, color vision, peripheral vision, and the ability to adjust focus.

At Will Status:

This document does not create an employment contract, implied or otherwise. Employees in this position are employed “at will.”

EEO/ Affirmative Action:

The Company is committed to providing equal employment opportunity for all applicants and

employees. The Company will not discriminate against any employee or applicant on the basis of race; color; sex (including sexual orientation and/or gender identity); marital status; pregnancy, childbirth, or related medical conditions; creed; religion; national origin; citizenship status; ethnicity; age; disability; genetic information; HIV/AIDS status; veteran or service member status; or any other category protected by federal, state or local law. It is the Company's policy not to request any employees genetic information or to make any employment decision based on genetic information.

The Company is committed to advancing the principles of equal employment opportunity through its affirmative action plan which it maintains in accordance with all legal requirements in order to provide equal employment and advancement opportunities to all employees and applicants for employment with the Company regardless of their race, color, gender, disability, and veteran status.