



Ethanol Products, LLC
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Accountant - JOB DESCRIPTION

POET Ethanol Products is a global leader in the energy and agricultural space, driven by responsible value creation in our industries, communities, and planet. Our roots developed as a supplier of fuel ethanol, and have grown into a multi-commodity and transportation based company providing solutions in grains, fuels, and carbon dioxide markets. As the largest supplier of ethanol in the world, we believe in both the value and benefits of driving a renewable solution to global energy needs, and focus on creating a better path forward in all our related industries.

We are looking for an **Accountant** to join our team! The Accounting Process and Cash Management Group accounts for daily transactions across products lines of ethanol, CO₂, and denaturant where AR, AP, Inventory, and Cash transactions are processed daily. The team member will report directly to the Accounting Manager and the position is a full-time salaried status. Interested candidates are to submit a cover letter with their resume. Please email documents to Opportunity_Acctg@poetep.com

Role Expectations

- Daily
 - Reconcile the AR and AP subsidiary ledgers to the general ledger
 - Import Bill of Ladings
 - Import Contract Pricing
 - Generate ethanol invoices and review for accuracy before distribution to the customer
 - Process supplier invoices for payment and load to accounting software at the end of each day
 - Prepare miscellaneous credits/billings and enter into MS Dynamics GP and transaction database in an accurate and timely manner
- Weekly
 - Assist with ethanol/CO₂ plant payments
 - Assist with vendor maintenance
- Month-end
 - Reconcile supplier invoices for month-end settlement
 - Reconcile provisional price contracts
 - Prepare inventory storage accrual
 - Prepare rail accrual
- Maintain and update process documentation for role

This is not an all-inclusive list of responsibilities and may change as business needs dictate

Role Qualifications

- Bachelor Degree in Accounting or Business Administration with Accounting emphasis and/or two to three years related accounting experience is a plus.
- Proficient in Microsoft Products, specifically Excel and Outlook
- Experience in MS Dynamics GP or an equivalent accounting software would be helpful

Competencies

- Problem Solving/Decision Making – demonstrated good insight and judgment, as well as innovative and creative thinking to solve diverse and unstructured problems
- Strategic/Critical Thinking Skills – being in tune with the “big picture” perspective such as processes, vision, strategy, goals and culture
- Professional Demeanor – demonstrating objectivity, integrity, and ethical behavior including a commitment to a stable work performance as well as a commitment to continuously acquire new skills and knowledge.
- Dependable and self-motivated.
- Communication – ability to listen, organizes thoughts in a meaningful and effective method, and delivers appropriately to the target audience (financial and non-financial information) both orally and written
- Interaction – demonstrates the ability to work productively with other individuals to accomplish objectives
- Change – demonstrates the ability to deal with change and effectively handles imposed pressures
- Accounting Knowledge – understands accounting concepts and primary financial statements and a general understanding of GAAP

Work Environment

POET Ethanol Products provides a relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

If you want to learn more about us, please visit us at www.poetep.com