



Ethanol Products, LLC
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Accounting Intern - 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 **Accounting Intern** to join our team. During the internship you would work closely with others in the areas of Accounts Receivable, Accounts Payable, Inventory, and Cash transactions. The internship is a paid position with approximately 20 hours per week (Monday-Friday). Interested candidates are to submit a cover letter with their resume. Please email documents to opportunity_acctg@poetep.com

Role Expectations

- Generate invoices daily and review for accuracy before distribution to the customer
- Process supplier invoices for payment daily and load to accounting software at the end of each day
- Reconcile supplier invoices for month-end settlement
- Reconcile provisional price contracts
- Create daily ACH/Wire files
- Assist with vendor maintenance
- 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

- Working towards a Bachelor Degree in Accounting or Masters in Accounting with a current GPA of 3.25/4.00
- Proficient skills in 2010 MS Outlook, Excel, Word, Access
- 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. We are proud to be an Equal Opportunity Employer.

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