



 **BIOFUELS**
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ABOUT POET Biofuels

POET Biofuels is a global leader in the energy and agricultural space. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

JOB SUMMARY

When we show up to work at POET Biofuels, it's our job to meet our customer's needs as efficiently as possible.

As an **Accounting Intern**, you will have the chance to work directly with some of our great suppliers and customers of our ethanol, carbon dioxide, and denaturant. You will also memorialize these interactions in our general ledger and supporting systems as your work plays an integral role in maintaining our customer service and cash flow, while also providing the foundation for building our financial statements. Sound intimidating? Don't worry. If you are a problem solver, detail oriented, a good team player, effective communicator and are looking for an opportunity with a strong, growing company in an exciting industry, we can provide you all the necessary training and tools to be successful.

We are looking for someone to work 20 hours per week and we can work around your school schedule. This internship is a paid position and reports to the Accounting Manager.

THIS JOB MAY BE FOR YOU IF....

- You understand accounting concepts, financial statements, and have a general understanding of GAAP.
- You communicate effectively. You write well and speak articulately. You are comfortable communicating in writing and over the phone.
- You are working towards a Bachelor's degree in Accounting or Masters in Accounting and your GPA is reflective of the quality of work you typically do.
- You know the basics of Microsoft's Office Suite and are capable of learning new programs.
- You like helping people. You're patient and level-headed. You really enjoy exceeding someone else's expectations.
- You pay attention to the details but also see the "big picture." For you, anything worth doing is worth doing right, every time.
- You are a learner, not afraid of taking on new things and stretching yourself. You are not afraid to ask questions, as you're always looking to improve and help others.

A TYPICAL DAY (if there is one)

- Generate invoices, review for accuracy, and send to our customers
- Process purchase invoices for payment and load into accounting software at the end of each day
- Reconcile purchase invoices for month-end settlement
- Reconcile provisional price contracts
- Create daily ACH/Wire files
- Assist with vendor maintenance
- Maintain and update process documentation for your job
- Since we are all about teamwork and getting the job done, your skills may be put to a lot of other uses!

WORK ENVIRONMENT

- Culture is king at POET. We are all on the same team. We always communicate. We park our egos at the door. These aren't just slogans on our walls. It's part of who we are.
- We have an open work environment, with no offices. We are all in this together and we work close together.
- We work hard. We play hard. We have frequent team events, from bowling to BBQ's to charity activities.
- We also expect that everyone will maintain a healthy work-life balance. It's the best way to optimize health, happiness and productivity over the long term.
- There is not a lot of physical labor, most of your time in the office will be at a desk. Your longest walk will typically be to a meeting or to the break room to help yourself to one of the gourmet coffee\expresso selections or a piece of fresh fruit.

How to Apply

Interested applicants are to complete the online application and submit a resume and cover letter explaining why they seem to be well-suited for the opening. <http://www.poetep.com/apply>.

We are proud to be an Equal Opportunity Employer. If you want to learn more about us, please visit us at www.poetep.com.