

Carbon Green BioEnergy, LLC Position Description

Position Title: <u>Accounting Clerk</u>			
Department: <u>Administration</u>			
	Supervisory	<input type="checkbox"/>	Non-Supervisory
	Exempt	<input type="checkbox"/>	Non-Exempt
			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>
Position Title of Supervisor: <u>Accounting Manager</u>			

Position Summary

The Accounting Clerk is responsible for processing financial transactions; including commodity/grain payables, accounts payable, inventory, accounts receivable as well as set-up of customer/vendor accounts. This position is part of a three-person team that handles the operation of the office, which includes greeting customers and answering phone calls. This position requires a great deal of flexibility and the ability to adapt to change.

Principal Duties/Responsibilities

I. Grain Functions:

- Review and process corn tickets for various locations, applying them to the purchase contract to create the corn payable transaction.
- Verify and apply discount information, state fees and lienholder information.
- Work with Grain Buyers to research and resolve corn vendor calls regarding corn settlements, payments, and transaction history reports.
- Prepare and upload grain payable ACH bank file and/or assemble grain payments with settlements and tickets.
- Record corn grind and reconcile corn receipts per the daily scale report to the accounting system to ensure completeness and accuracy.
- Process and reconciliation of corn inventory transfers of corn.
- Prepare monthly reports for the grain department and upon request.
- Set up new grain customers in the accounting and scale system as well as the customer portal eAgVantage.
- Overtime may be required during harvest.

II. Accounts Payable Functions:

- Process packing slips/receipts against open purchase orders.
- Process accounts payable invoices in the purchasing and accounting system.
- Ensure accuracy of account coding and sales and use tax.
- Create new vendor accounts including verification of insurance coverage.
- Prepare accounts payable batch for payment weekly and assemble checks and invoices for distribution.
- Research and correct accounts payable errors as needed.

III. Accounts Receivable & Inventory Functions:

- Enters outbound shipment information for distiller's grain, corn oil and WDG. Applies contract pricing and ensures all tickets are accounted for.
- Monthly reconciliation of inbound/outbound shipments to the scale and production report.
- Reconciles shipment invoices to marketer settlements.
- Prepares accounts receivable deposits, as necessary.
- Records and reconciles chemical inventory transactions.

IV. Other:

- Works with other departments to ensure timely processing of receipts and invoices.
- Assists with spare parts inventory counts.
- Files completed Grain and Accounts Payable transactions.

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- Assist the Admin team with company functions (employee and customer events).

V. Minimum Job Requirements

- Computer skills: knowledge of Microsoft Office products (Word, Excel, Power Point) as well as proficient with email and other basic professional softwares.
- Applicants must have expertise and proficiency with basic office equipment, phones, scanners, printers.
- Professional and effective oral and written communication skills.
- Time management skills.
- Team player! Willingness to pitch in and assist other members of the Admin team with office requirements, including answering the phone and directing calls.

VI. Working environment:

- Professional office environment
- Able to sit for 8 hours/day or 40 hours/week
- Able to multi-task and change priorities as customer requests arrive

VII. Education and Experience:

- Two-year accounting/business degree or 3-5 years accounting experience
- Experience with agriculture or grain a plus