



### Staff Accountant - Plant

<b>Department:</b>	Administration
<b>Supervisor:</b>	Plant Manager
<b>Work Schedule:</b>	Regularly scheduled Monday – Friday days. May have travel and work hours outside of regular schedule
<b>Location:</b>	Production facility in Aberdeen, SD

### Summary

Staff Accountant – Plant is responsible for entering and reconciling accounting duties specified by management such as purchase orders for parts and ingredients, invoicing ethanol and distiller grain sales, and other transactions.

### Key Responsibilities

- **Accounting**
  - Enter purchase orders for parts and ingredients in Mapcon & Agris Accounting Systems.
  - Enter daily stock additions in Mapcon & Agris.
  - Record daily manufacturing entries in Agris.
  - Reconcile weekly corn invoices to scale tickets.
  - Invoice distiller grain sales.
  - Invoice ethanol sales.
  - Other accounting related duties and projects as requested by management.
  - Other tasks as assigned
- **Environmental, Health and Safety**
  - Work in a safe manner at all times
  - Participate in and understand environmental, health, and safety programs
  - Assist in identifying safety hazards and/or regulatory compliance problems

### Skills & Qualifications

*(Consideration will be given to individuals with an equivalent combination of education and experience)*

- **Education**
  - Post-Secondary education degree and/or certificate in Accounting or Business is desired
- **Experience**
  - 2 years experience in Finance or Accounting
- **Technical**
  - Knowledge of general accounting such as: purchase orders & accounts payable helpful
- **Communication Skills**

- Able to verbally communicate to others and work well as a team
- Able to write and maintain detailed inventory, receiving and purchasing reports and other records
- Able to read and interpret documents
- **Computer Skills**
  - Knowledge and ability with basic office computer software such as Microsoft Word, Excel, and Outlook and the ability and willingness to learn new software applications.
  - Knowledge of and effectively use accounting software.
- **Supervisory experience**
  - None
- **Other**
  - Follow procedures for plant operations and safety

### Physical Requirements & Work Environment

- **Physical Requirements**
  - Standing for extended periods of time
  - Sitting for extended periods of time using the computer, typing, reading, etc
  - Bending, twisting, and turning
- **Work Environment:**
  - While performing the duties of this position, the Staff Accountant – Plant may be exposed to moving mechanical parts; dusty conditions; high noise levels; chemicals, and internal and external temperature/weather conditions that may be extreme at times.

July 2011: Signed off by GJ, GW,  
JT, DM, TB, KP