Chippewa Valley Ethanol Company
Job Description

Job Title: Senior Accountant
Reports To: CFO

SUMMARY
This position is responsible for daily banking activities, month end close, financial reporting, budgeting, audit preparation, regulatory programs and as a supporting role to the CFO.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Verify invoices, purchase orders, and supporting documentation prior to check issuance.
- Execute electronic bank transfers and wire payments, as authorized.
- Examine incoming and outgoing transactions for accuracy and reconcile bank statements to identify and resolve discrepancies.
- Process and post recurring, adjusting and reversing journal entries to ensure accurate financial reporting.
- Perform account reconciliations, investigating and resolving ledger discrepancies.
- Compiles and reports financial data as required by organizational, regulatory, and banking regulations.
    - Prepares financial statements for each company
    - Prepares combined financial statements
    - Prepares monthly manager financial packets including supporting schedules
    - Prepares monthly reports for lender
    - Prepares internal reports, as requested
- Prepares the budget and collects data to analyze the present and future financial status of the organization.
- Updates and reconciles shareholder delivery enrollments across delivery programs
- Coordinates corn pool shareholder funding notices
- Coordinates distribution disbursement process and collection of amounts due.
- Compiles data and documentation required for various programs and initiatives, including advanced biofuel programs, tax credits, and others as they arise.
- Prepares audit documentation for annual audits.
- Compiles data and coordinates annual renewal for insurance coverage.
- Prepares accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the operating effectiveness of the organization.
- Maintains strict compliance with internal financial controls, regulatory guidelines, and protects the organization against fraudulent activity.
- Maintains strict confidentiality and exercises discretion in handling sensitive organizational and financial information.

- Supports the maintenance of the company's system of accounts and updates of the Accounting system.
- Assists with IT support, troubleshooting, updates, and IT initiatives.
- Serves as backup for Payroll and Regulatory reporting
- Promotes and supports a clean and safe workplace.
- Consistently is at work and on time.
- Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- Acts professionally and treats others with respect and consideration.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE -
4 year degree in Accounting preferred
Or equivalent years of experience
5-8 years of experience

LANGUAGE AND COMMUNICATION SKILLS
Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of organization. Ability to read and interpret financial data, operating and maintenance instructions, procedure manuals and safety rules. Ability to communicate effectively both orally and in writing.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

COMPUTER SKILLS
Proficient in Microsoft Word or similar word processing packages, Microsoft Excel, Access, PowerPoint, and Internet applications.

REASONING ABILITY
Ability to identify transactional discrepancies, gather ledger data, verify financial facts, and draw logical conclusions. Ability to apply problem-solving techniques to everyday bookkeeping, reconciliation and compliance issues. Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Compensation: $33.00+ per hour, depending on qualifications and experience