

Chippewa Valley Ethanol Company
Job Description

Job Title: Accounting Clerk/Receptionist
Reports To: CFO

SUMMARY

Responsible for accounts payable of all entities, share sales, answering phone and greeting the public.

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

- Greet and direct visitors
- Answer and direct all incoming calls
 - o Responsible for retrieving all messages and faxes
- Routes all incoming mail
- Invoice sale of all products into accounting program
- Reconcile all sales with Traffic weekly and at month end
- Monitor customer accounts for delinquency
 - o Print Monthly customer statements
 - o Track progress of laggards
- Sales Tax
 - o Review invoices for sales tax
 - o File monthly reports
- Share Sales
 - o Facilitate share sales
 - Interface with shareholder
 - Make sure all postings are on website
 - Complete all paper work
 - Update appropriate spreadsheets
 - Prepares packet for mailing and signatures
- Mailings:
 - o CVEC K-1's: printing and mailing
- Coordinates BCP enrollment
 - o Maintain BCP membership list
 - o Prepare and track all BCP share certificates
- Intercompany entries for Benson Corn Pool and Flexible Pricing Program
- Balancing and Processing of checks for trimester price adjustment
- Print all month end payable reports
 - o Accrued payables
- Accounts payable
 - o Monitor accounts payable email inbox
 - o Receive invoices/purchase orders from inventory clerk

- Verify account coding and route for manager approval
 - Prepares all payable checks and pays in a timely manner
 - Respond to vendor questions and inquiries
- Prepare wire payments as needed
- Responsible for creating shareholder distribution spreadsheet and processing payments
- Prepares 1099's
- Capital Project tracking
- Responsible for set up of ACH payments
- Maintain spreadsheets for inventory pricing, energy entries, sales tax and E85 pricing
- Maintenance of copier, postage machine and order related supplies
- Order all supplies
 - Office/plant/maintenance
 - Break room
 - As requested by employees
- Do daily errands
 - Bank, post office and others, as necessary
- Back-up
 - Daily deposits
 - Corn receiving (1st backup)

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

2 year degree in accounting, or at least 3 years work in experience in accounting.

LANGUAGE AND COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of organization. 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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Compensation: \$26.00+ per hour, depending on qualifications and experience