

**ACE ETHANOL, LLC**  
**JOB DESCRIPTION**

**TITLE:** Accountant  
**REPORTS TO:** Controller

**STATUS:** Non-Exempt  
**CREATED:** November 2023

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**Position Summary:**

Responsible for providing timely and accurate accounting support for a variety of related activities at Ace Ethanol, according to established procedures. Prepare financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. Keeps information confidential and informs others of problems or potential problems as indicated.

**Duties and Responsibilities:**

1. Works with the Accounting team to ensure that accounting information for all locations is maintained and reported according to established procedures.
2. Provides support to Accounting on a variety of established daily, weekly and monthly activities for settlements and account reconciliations. Updates various spreadsheets and enters data into computerized accounting system.
3. Assists with accounting records and ledgers by reconciling monthly statements and transactions.
4. Prepares periodic (monthly) balance sheets and income statements.
5. Maintains the general ledger.
6. Assists with sales use tax tracking and payments.
7. Posts, verifies, and records customer payment and transactions related to accounts receivable.
8. Processes grain settlements and grain checks as needed.
9. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
10. Files required tax forms with federal, state, and local government agencies.
11. As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
12. Processes weekly, monthly, and annual commodities hedging reconciliations.
13. Responsible for maintaining confidentiality and informing others of problems or potential problems as indicated.
14. Assists others with special projects and other work as needed or assigned both in the office as well as out in the plant.

**Work Relationships:**

Reports directly to the Controller. Works closely with accounting employees at Ace Ethanol. Regular contact with managers and all other employees. Frequent contact with vendors (usually by phone or email) and office visitors.

**Required Skills & Abilities:**

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.

- Proficient in Microsoft Office Suite or similar software.
- Must be reliable and timely in reporting to work.
- Must be able to read and clearly speak English, interact professionally with other people by telephone and in person, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, percent, fractions and decimals).

**Education & Experience:**

- Bachelor's degree in Accounting, Finance, or related discipline required.
- Three to five years of accounting experience required.
- Experience working with Great Plains Accounting is highly desirable.
- Must be able to maintain the confidentiality of highly sensitive personnel and business information, work both independently and as a team member, multi-task effectively, and handle rapidly changing priorities.

**Working Conditions:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, hard hats, etc.)

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.