

Southwest Iowa Renewable Energy, LLC

Position Description

Job Title: Staff Accountant
Group: Admin and Support Services
Supervisor: Controller
FLSA Status: Exempt

Summary

The Staff Accountant will assist with various accounting and administrative duties supporting the finance and accounting team, including the Chief Financial Officer.

Essential Responsibilities and Duties

1. Assist with the establishment and evaluation of management and accounting controls to assure business transactions are properly accounted for and documented
2. Assist with the monthly and year-end close processes.
3. Complete balance sheet reconciliations
4. Cross-train and act as the backup for the accounts payable and receivable accountant
5. Analyze and provide reporting on expenses to identify area for cost reductions / opportunities for cost savings
6. Review daily transactions to ensure they are in compliance with accounting policies
7. Assist with gathering documentation for our quarterly and year end audits
8. Provide support for technology changes and implementations related to accounting functions

Qualifications

- Excellent written and verbal skills.
- Ability to handle multiple tasks.
- Ability to work well with others and ability to work independently.
- Exemplify the high standards necessary to accomplish the goals of the Company.

Education and Experience

- Bachelor's Degree in Accounting, Finance, and/or Business Administration
- Minimum 2 years related work experience
- Strong PC skills and excellent Microsoft Word, Excel and PowerPoint required.
- Ability to maintain confidential information.
- Ability to prioritize amongst different projects and initiatives

Physical Demands

Ability to lift and/or move up to 25lbs.
Walking
Bending
Stooping

Sitting
Hearing
Seeing
Speaking
Manual Dexterity (typing, data entry)