



Ethanol Products, LLC
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Trading Support Accounting Assistant - JOB DESCRIPTION

POET Ethanol Products is a global leader in the energy and agricultural space, driven by responsible value creation in our industries, communities, and planet. Our roots developed as a supplier of fuel ethanol, and have grown into a multi-commodity and transportation based company providing solutions in grains, fuels, and carbon dioxide markets. As the largest supplier of ethanol in the world, we believe in both the value and benefits of driving a renewable solution to global energy needs, and focus on creating a better path forward in all our related industries.

We are looking for a **Trading Support Accounting Assistant** to join our growing team. This role will work with the POET Grain Trading Support team and will assist with producing the daily position and profit and loss reports published for the trading group, management, and financial reporting areas. This role reports to the Trading Support Supervisor.

Responsibilities Include

- Daily grind input and pricing calculations
- Daily reconciliations to broker statements
- Weekly reconciliation of corn expense and sales to system input
- Assist in monthly ledger reconciliation as needed

This is not an all-inclusive list of responsibilities and may change as business needs dictate

Requirements

- Work hours are 6:30 a.m. to 3:30 p.m.
- Strong communication skills with an ability to work confidently under pressure
- Organized with attention to detail and ability to multitask projects
- Proficient skills in 2010 MS Outlook, Excel and Word
- Associate's degree in Accounting, some Accounting experience, or a non-traditional student actively pursuing an Accounting degree.

Work Environment

POET Ethanol Products provides a relaxed, but professional, non-smoking work environment and a very competitive benefits package. We are proud to be an Equal Opportunity Employer.

Interested applicants should submit their resume and cover letter explaining why they seem to be well-suited for the opening.

Please email documents to opportunity_TSR@poetep.com

Please visit our website to learn more about us at, www.poetep.com