



JOB DESCRIPTION

JOB TITLE: CFO

FLSA STATUS: Exempt

SUPERVISOR'S TITLE: CEO/President

General Summary: The CFO is responsible for directing the fiscal functions of the corporation in accordance with generally accepted accounting principles issues by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations in accordance with financial management techniques and practices appropriate within the ethanol industry and for newly public companies.

Essential Duties and Responsibilities:

- Directs the preparation of all financial reports, including income statements, balance sheets, reports to shareholders, tax returns and reports for government regulatory agencies.
- Oversees accounting departments, budget preparation and internal audit functions. Meets regularly with department heads to keep informed and to offer direction.
- Oversees the human resources department and payroll operations.
- Responsible for Information Technology functions.
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO/President and the Board and other senior executives in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision making issues affecting the organization; i.e. expansions, mergers, acquisitions, etc.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
- Evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Accomplishes all tasks as appropriately assigned or requested.

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Required Knowledge, Skills, and Abilities: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Dedication – the individual should be committed to achieving results under demanding time frames.
- Analytical skills – the individual synthesizes complex or diverse information.
- Problem solving skills – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication skills – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Delegation – the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership – the individual inspires and motivates others to perform well, accepts feedback from others.
- Management skills – the individual includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality management – the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment – the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security – the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Integrity – the individual possesses high ethical standards and expects the same from all others in the organization.

Education and Experience: Masters Degree (MA) Or equivalent; or ten to fifteen years related experience and/or training; or equivalent combination of education and experience.

Physical Requirements: Ability to lift 10-15 lbs.

Working Conditions: Standard office setting, some exposure to dust.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

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