



## **JOB DESCRIPTION**

**JOB TITLE:** Accounts Payable

**FLSA STATUS:** Non-Exempt

**SUPERVISOR'S TITLE:** CFO

**General Summary:** The Accounts Payable role at Homeland Energy is to support financial decision-making information by collecting, analyzing, investigating, reconciling and reporting financial data. Along with any other tasks necessary to complete such work.

### **Essential Duties and Responsibilities:**

- Receiving, investigating discrepancies, coding, and entering invoices in our Accounting software (CP)
- Processing payments for corn settlements (daily) and Account Payable (weekly)
- Matching & reconciling invoices from maintenance software (Mapcon)
- Processing of Ethanol production, Corn Oil, DDGS (backup)
- General office duties such as filing, answering phones (backup)
- Daily reporting and preparing and submitting monthly motor fuel tax returns, sales and use tax return with payment and 1099 annual forms
- Occasional back-up for the Scalehouse Operators
- Manage Laserfiche digital document management system.
- Accomplishes all tasks as appropriately assigned or requested.

**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:

- Customer service skills, sense of urgency to complete duties and responsibilities, detail oriented, and ability to multi-task.
- Excellent oral and written communications skills
- Strong computer skills in Microsoft Office.
- Knowledge and understanding of accounting terms, general ledger and subledgers, and spreadsheets.
- Strong organizational skills

**Education and Experience:** Bachelor's degree or equivalent education/experience. Minimum 2-4 years of experience in accounting

**Physical Requirements:** Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift 10-15 lbs.
- Operate and manage general office equipment
- Regular attendance, able to work more than 40 hours a week if requested.
- Able to freely access all areas of Company premises, including going up and down stairs
- Follow and enforce all safety precautions
- Use of a two-way radio for communication with plant

- Communicate to employees and management for direction

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

*While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.*

*EOE*