



Staff Accountant

Department: Administration

Reports To: CFO

FLSA Status: Non-Exempt

Position Summary

Heron Lake BioEnergy is seeking a detail-oriented and organized **Staff Accountant** to support the company's day-to-day accounting operations. This role shares responsibility for accounts payable and accounts receivable functions, inventory and production reporting, customer billing, and administrative support. The ideal candidate is a team player with strong analytical skills, excellent attention to detail, and the ability to manage multiple priorities in a fast-paced manufacturing environment.

Key Responsibilities

Accounts Payable

- Process purchase orders, receiving documents, vendor invoices, and statements.
- Prepare and process vendor payments according to payment terms.
- Maintain organized and accurate accounts payable records.

Accounts Receivable

- Process settlement sheets for ethanol, corn oil, and distillers grains sales.
- Record customer payments and maintain miscellaneous receivable records.

Inventory & Production Reporting

- Maintain weekly corn purchase settlement analysis.
- Perform daily inventory calculations and communicate results to operations.
- Process daily shipment transactions for ethanol, distillers grains, corn oil, and inbound rail corn.
- Know the scale software for truck shipments of DDGs, WDGs, and corn oil.

Accounting Support

- Assist with month-end and year-end closing activities.
- Perform additional accounting projects and assignments as directed by the CFO.

General Responsibilities

- Maintain confidentiality of company information.
- Orders and maintains office supplies, and organization of supply room.
- Updates employee and company phone lists.
- Assists with company-sponsored events such as employee meetings, Christmas party, or other events.
- Maintains office machines such as copier, fax, shredder, postage machine, etc.
- Foster a positive, professional, and customer focused work environment.
- Collaborate effectively with all Heron Lake BioEnergy team members.
- Promote Heron Lake BioEnergy in the local community.
- Perform other administrative duties as assigned.

Qualifications

Education & Experience

- Associate's or Bachelor's degree in Accounting, Business, or a related field, or an equivalent combination of education and experience.
- One to three years of accounting or related business experience preferred.
- Experience in manufacturing or agricultural accounting is a plus.
- Knowledge of ethanol production, distillers grains sales, cost accounting, or fixed asset accounting is beneficial.

Technical Skills

- Proficiency in Microsoft Office, particularly Excel, Word, Outlook, and Access.
- Experience with NetSuites, Microsoft Dynamics GP (Great Plains) is preferred.
- Strong computer, analytical, and organizational skills.

Professional Skills

- Excellent attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to prioritize workload and meet deadlines.
- Self-motivated with the ability to work independently and as part of a team.
- High level of integrity and professionalism.

Physical & Work Requirements

- Ability to perform standard office duties, including prolonged computer use.
- Ability to occasionally lift up to 25 pounds.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Benefits

Heron Lake BioEnergy, LLC offers a competitive compensation and benefits package, including:

- Competitive pay
- Health, dental, and vision insurance
- Life insurance
- Paid vacation and personal time
- Paid holidays
- Incentive program
- 401(k) retirement plan with company benefits

Heron Lake BioEnergy, LLC is an Equal Opportunity Employer committed to creating an inclusive workplace where employees can grow, contribute, and succeed together.