ADMINISTRATIVE ASSISTANT
Job Description

Type: Full Time Non-Exempt

Reports to: Chief Financial Officer

Position Summary: Responsible for managing the office reception area, daily accounting and administrative activities

Essential Job Functions:
- Answer telephones and greet visitors in a manner to create a positive experience
- Daily accounting for sales transactions
- Enter accounts payable vouchers and review for accuracy
- Coordinate document imaging management
- Provide administrative support to managers as needed
- Assist with investor relations
- Enter and maintain boiler firing rates
- Assemble area market information for commodities department
- Assist merchandisers with commodity marketing
- Receipt signed contracts into accounting software
- Filing; organize office; maintain office supply inventories; process mail
- Maintain schedules of management to facilitate communications
- Work in a timely, honest and ethical manner, maintaining confidentiality on all business-related matters
- Complete any and all tasks assigned by management
- Maintain a team environment with other plant departments
- Champion Dakota Ethanol, LLC in the community
- Safe work practices are a condition of employment
- Must be able to come to work promptly and regularly
- Must be able to take direction and work well with others
- Must be able to work under the stress of deadlines
- Must be able to concentrate and perform accurately
- Must be able to react to change productively and handle other tasks as assigned
- Must be able to climb stairs and lift 50 pounds

Education/Experience:

- Associates Degree or higher preferred
- Proficiency in Microsoft Office
- Excellent customer service skills and telephone etiquette
- Experience with accounting procedures
- Attention to detail and problem-solving skills
- Must have basic knowledge of business machines

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.