

CONTROLLER

Position Description

POSITION: Controller

FLSA STATUS: Exempt

DEPARTMENT: Accounting/Finance

REPORTS TO: CFO

SUMMARY OF RESPONSIBILITIES

Accountable for financial and fiscal management aspects of company operations. Provide leadership and coordination in the administrative, business planning, and accounting efforts of Dakota Ethanol.

ESSENTIAL POSITION RESPONSIBILITIES

- Coordinate the preparation of financial reports, special analyses, and information reports.
- Ensure that effective internal controls are in place and ensure compliance with federal, state and local regulatory laws and rules for financial and tax reporting.
- Develop and implement finance, accounting, billing, payment and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with management to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Prepare journal entries to record daily and monthly financial transactions.
- Reconcile daily and monthly general ledger accounts.
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
- Work with external auditors and prepare audit support schedules as necessary.
- Maintain financial databases and computer software systems.
- Recruit, train, supervise and evaluate department staff.
- Other duties as assigned.

EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in Accounting.
- 5 plus years related accounting experience.
- Successful completion of the CPA exam a plus.
- Knowledge of SEC reporting.

KNOWLEDGE AND SKILLS

- Possess knowledge of accounting principles and practices. Ability to communicate clearly in writing and verbally.
- Ability to work on multiple projects and meet deadlines by setting priorities with work projects.
- Ability to establish and maintain effective working relationships with co-workers and clients.
- Proficient with computers, Microsoft Office (Word and Excel) and using various software packages.

PHYSICAL REQUIREMENTS

- Requires prolonged sitting, some bending, stooping and stretching.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Hearing must be in the normal range for telephone contacts.
- Requires the ability to lift up to 50 lbs.
- Prompt and dependable attendance.

The duties described above are the general nature and level of work performed, but is not intended to be a complete comprehensive list of all the duties, activities, and responsibilities required of job incumbents. Supervisors or managers may ask job incumbents to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.