



JOB DESCRIPTION

Position: Accounting/Administrative Clerk (PT)

Work Location: Denver, CO

Reports To: Controller

Supervisory Responsibilities: None

About Crimson Renewable Energy

Crimson Renewable Energy LP is a producer of renewable transportation fuels and is the largest producer of biodiesel in California. Crimson customers range from major oil companies such as Chevron, Valero, Exxon, and Philips 66 to truck stop operators such as Pilot Flying J who count on Crimson as a reliable and consistent supplier of ultra-low carbon biodiesel. CRE, headquartered in Denver, Colorado, provides a variety of timing, logistics, and pricing structures to best suit its various customers and to offer the highest degree of flexibility to its supply chain partners.

Since commencing biodiesel production in late 2011, Crimson has grown to become a market leader in California's alternative diesel fuels industry, which is one of the two largest markets for biodiesel in the United States. Throughout its growth trajectory, Crimson has held onto its startup culture characterized by the pursuit of excellence combined with integrity, strong work ethic, teamwork, and accountability at all levels. In summary, we work very hard to do a better job than our competitors in operational execution and managing the myriad market and commodity risks inherent in our business.

Job Purpose

This position is an entry level, part-time position on the Accounting Team supporting the Crimson Renewable Energy organization. The Accounting/Admin Clerk is responsible for data entry and filing functions including initial processing of vendor invoices, organizing and filing supporting documentation, and performing other clerical tasks as requested

Essential Duties and Responsibilities include the following:

- Receive, process and accurately enter vendor invoices working closely with the Accounts Payable Specialist
- Create purchase orders as directed by the Commodities Purchasing Manager
- Organize and file supporting documentation for completed transactions

Education and Basic Requirements

- High school diploma or equivalent.
- Ability to learn company ERP system and other necessary technology tools



- Must be able to successfully pass Drug and Alcohol pre-employment and on-going screening

Experience and Job Skills

- 1 to 2 years of clerical or other office experience a plus
- Must be a self-motivated team player with a strong work ethic and customer service focus
- Must be very organized and possess strong attention to detail
- Excellent interpersonal and written communication skills
- Fast typing and data entry skills
- Complete additional clerical duties. as assigned

Compensation

- \$13-\$15 per hour commensurate with experience
- Schedule flexibility

Contact for Qualified Candidates

For qualified candidates, please email resume to jobs-accounting@crimsonrenewable.com. Please use subject heading "Accounting/Admin Clerk position"