



JOB DESCRIPTION

Position: Accounts Receivable Specialist
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 ranging from major oil companies such as Chevron, Valero, Exxon, and Philips 66 to truck stop operators such as Pilot Flying J count on Crimson as a reliable and consistent supplier of ultra-low carbon biodiesel. Crimson, 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 a part of the Accounting Team supporting the businesses under the Crimson Midstream, LLC organization. The AR Specialist is responsible for billing customers, posting payments to customer accounts, facilitating the communication, information exchange and relationship building required to collect billings due within the specified contractual terms. The position will also have various transactional related regulatory reporting for renewable fuels sales made by our Crimson Renewable Energy subsidiary company.

Essential Duties and Responsibilities include the following:

- Actively manage various customer accounts for multiple companies, some of which may be complicated or unique, to ensure payment is received. This may include research, validating data, and reconciliation reporting and/or working with other departments / divisions within the company to ensure accuracy of accounts.
- Sort and organize data, updating customer records, accurately facilitating transactions and adjustments.

- Ensure that all sales transactions are correctly entered in the accounting system
- Ensure that related sales contracts / documentation is properly filed and saved electronically
- Ensure that each customer shipment is correctly invoiced in a timely manner and that all related additional documentation is properly prepared and sent to customer
- Reconcile full cycle AR including debits and credits, gains and losses, sales tax, etc.
- Responsible for collecting open receivable balances timely and efficiently. Maintain detailed accurate files and notes regarding collection efforts. Initiate adequate follow-up with customers and fellow employees in a timely manner.
- Recommend and preparation of account referrals to litigators and debt collection agencies.
- Preparation of supplemental renewable fuels sales transactions documentation, transmitting these to customers and regulatory agencies, and responding to customer inquiries regarding these.
- When needed assist with the preparation of regulatory reports regarding renewable fuels transactions on a monthly, quarterly and annual basis

Education and Basic Requirements

- Associates degree in accounting/finance or the equivalent.
- Proficient in Microsoft Office applications, including but not limited to Excel, Word, Outlook and Internet
- Must be able to successfully pass Drug and Alcohol pre-employment and on-going screening

Experience and Job Skills

- 2 to 4 years of accounting / accounts receivable / finance / collections / customer service related experience.
- Knowledge of the Ethanol, Biodiesel or Wholesale Transportation Fuels Industry is a plus.
- Must be a self-motivated, team player with a strong work ethic
- Must be organized and possess strong attention to detail.
- Strong analytical skills.
- Ability to develop positive working relationships with customers, co-workers and operating personnel.
- Ability to efficiently handle multiple tasks under stringent deadlines.
- Excellent interpersonal and written communication skills.
- Fast typing and data entry skills.
- Complete special projects/assume additional responsibilities as assigned.
- QuickBooks and Microsoft Dynamics GP experience a definite plus.

Compensation



1801 California Street, Suite 3600
Denver, CO 80202

- Competitive; commensurate with experience and education
- Participation in aggressive performance based annual bonuses
- Full benefits package which includes medical, vision, dental, 401k matching plan, life and supplemental disability insurance, paid vacation, holidays and sick

Contact for Qualified Candidates

For qualified candidates, please email resume to jobs-accounting@crimsonrenewable.com. Please use as subject heading "Controller position"