



JOB DESCRIPTION

Position: Accounting/Administrative Clerk (FTNE)

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.

Job Purpose

This position is an entry level, full-time, non-exempt position on the Accounting Team supporting the Crimson Renewable Energy organization. The Accounting/Admin Clerk is responsible for data entry and filing functions supporting Accounts Payable and Accounts receivable and other administrative tasks, as assigned.

Essential Duties and Responsibilities include the following:

- Receive, process and accurately enter vendor invoices
- Create accurate customer invoices
- Create vendor purchase orders and customer sales orders
- Organize and file supporting documentation for completed transactions

Education and Basic Requirements

- High school diploma (some college or degree preferred)
- Ability to learn necessary technology tools and perform core job duties
- Must be able to successfully pass Drug and Alcohol pre-employment and on-going screening

Experience and Job Skills

- Must be a self-motivated team player with a strong work ethic and customer service focus



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Denver, CO 80202

- Must be very organized and possess strong attention to detail
- Excellent interpersonal and written communication skills
- Fast typing and data entry skills
- Accounting experience or coursework a plus
- 1 to 2 years of clerical or other office experience a plus

Compensation

- \$15-\$18 per hour commensurate with experience/education
- Participation in aggressive, performance based, discretionary incentive compensation program
- Full benefits package which includes medical, vision, dental,

Contact for Qualified Candidates

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