



Job Title: Staff Accountant
Reports to: Corporate Controller
Location: Hammond, Indiana
Compensation: Competitive salary plus bonus potential

Primary Energy Overview

Primary Energy is an independent, publicly traded industrial energy provider of electricity, steam, and hot water that focuses on building, owning and operating inside the fence industrial energy facilities under long term contracts. Our expertise is the effective utilization of byproduct fuels that would otherwise be flared or capturing waste heat and converting it into useful electricity and thermal products in high efficiency and reliable energy facilities. Thoughtfully conceived industrial energy projects enhance the long term financial health of our host mills, provides sustainable, low cost, reliable and environmentally clean sources of energy. Our goal is to be the lowest cost, highest value 3rd party energy provider for the industrial energy market place while making a reasonable return on our investment.

Position Summary

The Company has an entrepreneurial culture and we are looking for an individual that will thrive in that type of environment.

The Staff Accountant will be responsible to assist with the completion of the monthly general ledger accounting and closing activity of the operating entities and supporting holding companies that consolidate into the Public Company along with the corresponding financial reporting requirements. In addition to the general ledger accounting and financial reporting responsibilities, the Staff Accountant will manage the daily operation of the accounts payable function and ensure proper controls over these processes through maintenance and management of all accounts payable business functions and procedures.

Education and Skills

- Bachelor's degree in business administration, accounting, or finance, or equivalent experience, CPA desired
- Three to Seven years of accounting and payables experience
- One or more years of leadership experience
- Experience working with accounting and payroll systems; Great Plains and payroll software
- Strong personal computer and business solutions software skills
- Strong interpersonal skills for interacting with accountants, internal and external clients, vendors and upper management
- Strong analytical and problem solving skills
- Good communication skills for educating internal clients on accounting principles and process relative to AP and revenue activity.
- Strong planning, organizational and time management skills to balance and prioritize work.



Job Responsibilities:

ACCOUNTING

- Support of monthly financial closing and reporting process for consolidated enterprise encompassing operating entities as well as consolidating entities, inclusive of:
 - Preparation of monthly journal entries and supporting documentation for purposes of monthly closing process.
 - Analysis of GL activity and preparation of account reconciliations
 - Analysis of accounting variances and commentary thereon
 - Assist with preparation of monthly/quarterly financial statements including the income statement, balance sheet, statement of equity and statement of cash flows as needed
 - Interaction with public accounting auditors for quarterly reviews and annual external audit
 - Administer to existing accounting policies and procedures to ensure good internal control over financial reporting. Monitoring effectiveness of controls
- Completion of Revenue billing on a monthly basis.
- Participation in completion and administration of the Company's Sarbanes Oxley control processes.
- Perform review/monitoring assessments at plant facilities to ensure proper application of accounting policy and procedures
- Assignment to non-recurring financial/accounting related special projects requiring:
 - Definition of problem/issue and project requirements
 - Completion of analysis to define underlying causes
 - Development and implementation of proposed solution(s)
- Understanding of payroll processing procedure and cycle in order to serve as payroll processing back up.

ACCOUNTS PAYABLE

- Implement and maintain systems, procedures and policies, including accounts payable function and billing function to ensure adherence to company guidelines and financial controls requirements.
- Review all invoices for appropriate documentation and approval prior to payment
- Print and obtains signatures on accounts payable checks and coordinate electronic payment of invoices and other financial obligations
- Forecasting of cash payment requirements.
- Preparation of annual 1099's forms.
- Prepare state sales and use tax reports.
- Facilitate vendor's credit qualification.
- Assist with workers' compensation records relative to contractors.
- Management of worker compensation audits as they arise.
- Other projects as assigned by management.