

Sequential Pacific Biodiesel

Position: Bookkeeper/Salem Plant
Reports to: Controller
Full-time: 20-30 hours/week, hourly, non-exempt
Pay: \$16/hour starting

Primary responsibility: Confirm accuracy of source documents and post A/P and A/R transactions accurately and in a timely manner. Provide clerical assistance to plant staff.	
% of time	Position responsibilities include, but are not limited to, the following:
70%	QuickBooks Data Entry <ul style="list-style-type: none"> ▪ <u>Invoicing:</u> Enter sales orders and invoices for biofuels and various bi-products manufactured and sold by the plant. ▪ <u>Payments:</u> Receive payments on customer accounts. Keep watch on AR aging. Make management aware of collections issues. ▪ <u>AP:</u> Verify packing documents and purchase orders against bills. Post bills using correct item, class and account number. ▪ Issue purchase orders as needed for plant services, replacement parts and supplies. ▪ <u>Petty Cash:</u> Control petty cash disbursements, enter petty cash transactions, and submit supporting documents to MA for reimbursement.
25%	Office Administration <ul style="list-style-type: none"> • Answer phones, process mail, set up and maintain filing systems for vendors, bank records, customer transactions, and plant maintenance records. • Maintain Excel files as needed to help management analyze data and keep transactions logs current. • Keep office environment organized and work with other team members to keep facility clean. • Purchase and maintain reasonable inventories for office and facilities supplies.
5%	HR <ul style="list-style-type: none"> • Process new hire forms (I-9, W-4). • Maintain employee files per leasing company requirements. • Enter employee hours and compile hourly reports for leasing company.

SKILLS & EXPERIENCE:	
Education:	Associate degree in accounting or equivalent combination of completed course work and on-the-job experience.
Experience:	Minimum two year of bookkeeping experience using Quickbooks or similar tool, preferably in a manufacturing environment.
Skills	Proficiency with Excel, word processing, and QuickBooks. Knowledge of office procedures, and business communications.

This is an hourly position and ability to work 40 hours per week, weekends and overtime as needed.
I acknowledge that I have read, understand and agree to comply with the essential functions of this position.

 Employee's Signature

 Date

The above information on this Job Description indicates the general nature and level of work performed by an employee in this classification. Management has the right to add, to revise, or delete information as required. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

PRE-SCREEN QUESTIONNAIRE

Please answer the following questions as concisely and directly as you are able. We would like to understand your relevant and applicable experience in your own words. Use a separate word document for your answers.

1. Explain why you would be a good fit for this position?
2. What is Biodiesel and how is it made?
3. Describe your recent experience in a cost accounting position?
4. Describe your experience working in a process or logistics management environment?
5. Have you ever worked in a rapidly growing business environment and if so describe the situation?
6. Describe one of your most advanced uses of Excel.
7. Rate your experience working with QuickBooks.
8. What is your experience with inventory control?
9. Describe your experience with vendor sourcing and purchasing.
10. What is your desired salary?

APPLICATION FOR EMPLOYMENT

Date: _____ For what position are you applying? _____ Do you prefer: Full Part
Time Work?

Last Name	First	Middle
Address (Number, City, State, Zip)		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please provide work permit)
Home Phone: (_____) _____	Do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof will be required upon employment)	
Business Phone: (_____) _____		

GENERAL INFORMATION

Can you fulfill the job duties and responsibilities of the position for which you are applying as they have been described to you, with or without a "reasonable" accommodation?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Are you available for the work hours required of the position for which you are applying?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Can your vacations be arranged at the employer's convenience? If no, please explain:	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
What interests you about working for SeQuential Pacific Biodiesel LLC?	
We are a drug and alcohol free workplace. Use of alcohol, tobacco products, or illegal substances is not acceptable on SeQuential-Pacific property. [<input type="checkbox"/>] I acknowledge and will abide by these statements.	
Have you ever been convicted of a crime other than a traffic violation? If yes, please explain: (Note: A conviction does not necessarily bar employment)	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Date available to start?	
Salary requirements:	\$ _____ /hour \$ _____ /day \$ _____ /month
Benefit requirements:	
Please check your availability to work: Days [<input type="checkbox"/>] Evenings [<input type="checkbox"/>] # of Days/wk _____ # of Hrs/wk _____ Hours from _____ to _____.	
Circle the days of the week you will NOT be available to work: Mon Tue Wed Th Fri Sat Sun	

EDUCATION

	Name of School and Address	Graduated	# of Years	Course or Major
High School		Y / N		
College		Y / N		
Post Graduate		Y / N		
Special Courses or Training		Y / N		

CERTIFICATES OR LICENSES

Type of License	Certificate / License #	Date earned	State in which issued	Current through (date)

EMPLOYMENT / WORK EXPERIENCE

List the last 5 years, including periods of self-employment or unemployment. Answer all questions here and throughout this employment application—**do not substitute with a resume**. List present or most recent position first. Attach additional pages if needed.

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

Name of employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending	Last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]		

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THE FOLLOWING AND SIGN BELOW

GENERAL AGREEMENT

If hired, I will provide legal proof of identity and authority to work in the United States. I agree to conform to the rules and standards of the business, as amended from time to time at the employer's discretion. I understand that any misrepresentation, falsification, or omission of material information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment. I hereby certify that the information contained in this application form is true and correct to the best of my knowledge.

EMPLOYMENT RELATIONSHIP

If hired, I understand that employment with the practice is not for a specified term and can be terminated "At Will", with or without cause, and with or without notice, at any time, either at the option of the employee or the employer. No employee or representative of the practice, other than its owner, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the employer may not alter the "At-Will" nature of the employment relationship unless it is done specifically in writing and is signed by the employer. I agree that this constitutes a final and fully binding agreement with respect to the "At-Will" nature of my employment relationship. There are no oral or collateral agreements regarding this issue.

AUTHORIZATION OF REFERENCE AND BACKGROUND CHECKING

All offers of employment are conditioned upon receipt of satisfactory responses to reference requests and background inquiries and exams. Unless I have otherwise indicated above, I authorize the references listed, as well as all other individuals who may be contacted, to provide any and all information concerning my previous employment, background, and any other pertinent information that they may have. Additionally, contingent upon a conditional offer of employment and as part of screening for the position for which I am applying, if required, I agree to authorize a background check which may include a review of criminal convictions, driving record and credit history. Further, I release all parties and persons from all liability for any damages that may result for furnishing the business with such information as well as from the use or disclosure of such information by the employer or any of its agents, employees or representatives.

[] I hereby waive my right to receive a copy of any public record(s) obtained from the prospective employer checking references.

Applicant's signature: _____ Date: _____

Application forms will be retained for a period of 3 years.

About SeQuential Pacific Biodiesel:

SeQuential-Pacific Biodiesel LLC is a joint venture between SeQuential Biofuels (Portland and Eugene, Oregon), and Pacific Biodiesel (Maui, Hawaii). Launched in 2004, it is credited with being the first commercial biodiesel production facility in Oregon.

The capacity of the Salem facility is approximately 1 million gallons of BIODIESEL per year. The feedstock is primarily based on used cooking oil, secondarily regionally produced oil from seed crops like canola. Many companies in Oregon and the Pacific Northwest, such as Kettle Foods, currently have their used cooking oil collected for processing into BIODIESEL.

With the BIODIESEL market growing by leaps and bounds every month, SeQuential-Pacific Biodiesel is already looking to expand the Salem production facility to help meet the ever growing demand for this cleaner, renewable fuel. SeQuential-Pacific is dedicated to regionally produced, regionally consumed BIOFUEL, and will continue to build the emerging BIOFUEL market in the Pacific Northwest with regionally sourced, regionally produced, quality BIODIESEL manufactured to ASTM specifications.

To apply for the position, please email the completed application, resume, signed job description, pre-screen questionnaire and introductory letter to; Email:: SQPB@SQbiofuels.com